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Apr 1989 - Sept 1989

URBAN/MUNICIPAL

AGENDAS/MINUTES OF THE MEETINGS
OF THE HAMILTON ENTERTAINMENT
AND CONVENTION FACILITIES

BOARD OF DIRECTORS

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A35
1989

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Friday, June 16, 1989
8:00 A.M.
Hamilton Convention Centre
Room 314

URBAN MUNICIPAL

JUL 12 1989

GOVEPNMENT DOCUMENTS

Regular Agenda

1. **Chairman's Remarks**

2. **Correspondence** — Attachment 2

   2.1 Correspondence dated May 10, 1989 to His Worship Mayor Robert Morrow in respect of Rotarians' Conference

3. **Minutes of May 19, 1989** — Attachment 3

   3.1 Errors or Omissions
   3.2 Motion to Approve

4. **Business Arising From the Minutes**

   4.1 Illegal Parking : Hamilton Place \ Summers Lane — Attachment 4.1

5. **Committee Reports/Minutes**

   5.1 Executive Committee Sixth Report — Attachment 5.1
   5.1.1 Executive Committee Minutes of May 10, 1989 — Attachment 5.1.1

   5.2 Copps Coliseum Committee Fifth Report — Attachment 5.2
   5.2.1 Copps Coliseum Committee Minutes of April 26, 1989 — Attachment 5.2.1

5.3	Hamilton Convention Centre Committee Fifth Report	Attachment 5.3
5.3.1	Hamilton Convention Centre Committee Minutes of April 28, 1989	Attachment 5.3.1
5.4	Hamilton Place Theatre Committee Fifth Report	Attachment 5.4
5.4.1	Hamilton Place Theatre Committee Minutes of April 27, 1989	Attachment 5.4.1

6. **New Business**

6.1 Donated Wine : Canadian Association of Municipal Administrators Annual Conference June 28 to July 1, 1989 : HCC — Attachment 6.1

7. **Other Business**

8. **Date of Next Meeting:**

Friday, July 21, 1989
Hamilton Convention Centre
Room 314

9. **Adjournment**

Patricia Bennett
Secretary to the Board of Directors
June 12, 1989

2. Correspondence

Correspondence dated May 10, 1989 to His Worship Mayor Robert Morrow in respect of Rotarians' Conference

'c. Council Members
Mr. Gabe Macaluso, Manager - Convention Services
Mrs. Pat Bennett, Secretary - H.E.C.F.I. Committee

from Mayor Bob Morrow
May 18th, 1989

ROTARY DISTRICT 709 CONFERENCE

Hamilton Trade & Convention Centre
April 28, 29, 30 — 1989

MAY 1 8 1989

DISTRICT GOVERNOR
Dr. John Frid
1059 Unsworth Ave.
Burlington, Ontario
L7T 1R8
(416) 529-1088

CONFERENCE CHAIRMAN
Tom Lamb
3136 Princess Blvd
Burlington, Ontario
L7N 1G4
(416) 637-7441

AREA 7 CO-HOST CLUBS
Rotary Clubs of
ANCASTER
DUNDAS
HAMILTON
HAMILTON "AM"
HAMILTON MOUNTAIN
HAMILTON EAST WENTWORTH

UNITED STATES CANADA

Mailing Address:
c/o Rotary Clubs of Hamilton, Ontario
Suite 209, 112 King Street East
Hamilton, Ontario L8N 1A8
Phone (416) 522-4588

May 10, 1989

His Worship Mayor Robert Morrow
Mayor's Office
City Hall
71 Main St. W.
Hamilton, Ont.
L8N 3T4

Dear Mr. Mayor:

We are happy to report a record number of District 709 Rotarians registered for this year's Conference. The following statistics might be of interest:

Number Registered	786
Number from U.S.A.	209
Number From Outside Hamilton	334
Number From Hamilton	243.

We did not register spouses, therefore numbers could almost be doubled for total count.

In addition to thanking you for being with us on Saturday evening, we want you to know that we were very proud of the meals and facilities of the Convention Centre as well as the friendly efficiency of the staff.

Sincerely

Tom Lamb

Tom Lamb, Chairman
District 709 Conference

ROTARY DISTRICT 709 CONFERENCE

Hamilton Trade & Convention Centre
April 28, 29, 30 — 1989

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CONFERENCE RESOLUTION

WHEREAS THIS ROTARY DISTRICT 709 CONFERENCE/1989 HAS BEEN VERY SUCCESSFUL IN EDUCATION, IN FELLOWSHIP, AND IN MANY SUBJECTS AND ASPECTS OF THE TOTAL PROGRAMS OF ROTARY --BE IT RESOLVED THAT:

- MOST SINCERE THANKS BE EXPRESSED TO THE MANAGEMENT AND STAFF OF THE HAMILTON TRADE AND CONVENTION CENTRE

- THE MANAGEMENT AND STAFF OF:

  THE ROYAL CONNAUGHT HOTEL

  THE SHERATON HAMILTON HOTEL

  THE HOLIDAY INN OF HAMILTON

  THE HAMILTON STREET RAILWAY

  MAURICE CARTER CHEV-OLDS LTD

- AND SPECIFIC THANKS TO:

  THE CORPORATION OF THE CITY OF HAMILTON

  THE REGION OF HAMILTON-WENTWORTH

  THE HAMILTON-WENTWORTH REGIONAL POLICE AND

  THE ROYAL CANADIAN MOUNTED POLICE

3. Minutes of May 19, 1989

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Friday, May 19, 1989
8:00 A.M.
HAMILTON CONVENTION CENTRE
Room 314

REGULAR MINUTES

PRESENT: Alderman J. Gallagher, Chairman
Mr. W. McFarland, First Vice Chairman
Alderman D. Agostino, Second Vice Chairman
Alderman T. Murray
Alderman W. McCulloch
Alderman H. Merling
Alderman T. Jackson
Alderman D. Drury
Mr. N. Levitt
Mrs. M. Dow
Mr. G. Kwiatowski
Mr. W. Tidball
Ms. A. VanDuzer
Mr. P. Cowell

ALSO PRESENT: Mr. J. Leuser
Mr. T. Burrows
Mr. S. Dockman
Mr. B. Calder

REGRETS: Mayor R. Morrow
Mr. T. Casey
Mr. F. DeNardis

1. Chairman's Remarks

The Chairman called the meeting to order at 9:35 A.M.

2. Correspondence

2.1 Thank-You Note from Mr. N. Levitt

The Board received a Thank-You note fro Mr. Norman Levitt in appreciation of the flowers sent to him during his recent hospital stay.

3. Minutes of April 21, 1989

MOVED by Alderman Drury, seconded by Alderman Agostino that

THE MINUTES OF APRIL 21, 1989 BE APPROVED.

MOTION CARRIED.

4. Business Arising From the Minutes

4.1 Board\Committee Structure

MOVED by Mrs. Dow, seconded by Alderman McCulloch that

THE INFORMATION RECEIVED IN RESPECT OF HECFI BOARD/COMMITTEE STRUCTURE BE TABLED TO THE NEXT HECFI BOARD MEETING.

MOTION CARRIED.

4.2 Canadian Football Hall of Fame Dinner : Gallery of Distinction Dinner

MOVED by Alderman Agostino, seconded by Alderman McCulloch that

THE MAY 15, 1989 INFORMATION IN RESPECT OF THE CANADIAN FOOTBALL HALL OF FAME AND THE GALLERY OF DISTINCTION DINNERS BE RECEIVED.

MOTION CARRIED.

5. Committee Reports/Minutes

5.1 Executive Committee Fifth Report

MOVED by Alderman Murray, seconded by Mr. Kwiatowski that

THE EXECUTIVE COMMITTEE'S FIFTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE SUPPLY AND DELIVERY OF ONE MOTOR CONTROL CENTRE PANEL TO REPLACE AN EXISTING UNIT LOCATED AT CITY HALL AT A TOTAL COST OF $16,867.44 BE FINANCED FROM ACCOUNT NUMBER CF5815-928851001 - REPLACE MOTOR CONTROL CENTRES - CITY HALL.

THAT THE CITY CO-ORDINATING COMMITTEE BE REQUESTED TO RECOMMEND APPROVAL TO PROCEED WITH THE FOLLOWING CAPITAL PROJECTS AS PROVIDED FOR IN THE 1989 PORTION OF THE APPROVED 1989 - 1993 CAPITAL BUDGET PROGRAMME AND TO RECOMMEND THE METHOD OF FINANCING:

Copps Coliseum

a)	Steam to Hot Water Conversion	$125,000
b)	Display Advertising Panels	25,000
c)	Miscellaneous Equipment	47,000
d)	Improvements to Home Team Dressing Room	25,000
	Subtotal	$222,000

Central Utilities Plant

a)	City Hall - Cooling Tower Retrofit	25,000
b)	City Hall - Fan Plenum Retrofit	90,000
	Subtotal	$115,000
	TOTAL	$337,000

THAT THE AMOUNT OF $10,000 REQUIRED FOR THE FINISHING OF THE STREET/MALL LEVEL SPACE OF COPPS COLISEUM TO BE LEASED TO HAMILTON BRIER INC. BE FINANCED FROM CAPITAL ACCOUNT NUMBER CF5813 928841002 - COPPS COLISEUM, EXPANSION OF ADMINISTRATION OFFICES.

THAT THE CITY CO-ORDINATING COMMITTEE BE REQUESTED TO RECOMMEND APPROVAL TO PROCEED WITH THE FOLLOWING CAPITAL PROJECTS AS PROVIDED FOR IN THE 1989 PORTION OF THE APPROVED 1989 - 1993 CAPITAL BUDGET PROGRAMME AND TO RECOMMEND THE METHOD OF FINANCING:

Hamilton Convention Centre

a)	Lobby Refurbishing	$ 30,000
b)	Replace Concrete Furniture	60,000
c)	Replace Vinyl on Moveable Walls	75,000
d)	Replace Audio Speakers in Wentworth Exhibition Hall	40,000
e)	Equipment and Renovations	115,000
	Subtotal	$320,000

Corporate

TV Monitor or Comparable Message System	$ 50,000
Subtotal	50,000
Total	$370,000

THAT THE HECFI EXECUTIVE COMMITTEE CHANGE THE REGULAR SCHEDULED MEETING TIME TO 12:00 NOON IN ORDER TO AVOID CONFLICTING MEETING TIMES OF THE REGIONAL FINANCE AND PERSONNEL COMMITTEES.

THAT THE EXPIRY DATE OF THE SECURITY CONTRACT WITH PINKERTON OF CANADA LTD. WITH RESPECT TO COPPS COLISEUM BE REVISED TO NOVEMBER 30, 1989 TO ALLOW A JOINT TENDER FOR SECURITY REQUIREMENTS FOR HECFI OVERALL.

MOTION CARRIED.

The following items were received for information:

(i) Marketing Services Report;
(ii) The Committee was advised that the method of financing for the supply and installation of the cooling tower fan deck will be addressed by the City Co-Ordinating Committee in conjunction with approval to proceed with all of the 1989 CUP capital projects;
(iii) Committee reports for Copps Coliseum; Hamilton Place and the Hamilton Convention Centre;
(iv) The Director of Operations, Hamilton Convention Centre, was requested to contact Mr. J. Pook, Public Works, with respect to supplying and maintaining plants, trees, etc. in the main lobby of the Centre and to subsequently present a report to the Executive Committee.

5.1.1 Executive Committee Minutes of April 12, 1989

MOVED by Alderman Murray, seconded by Mr. Kwiatowski that

THE EXECUTIVE COMMITTEE MINUTES OF APRIL 12, 1989 BE RECEIVED.

MOTION CARRIED.

Note: At the request of Mr. Levitt a copy of Successful Meetings will be made available at the next Board Meeting.

5.2 Copps Coliseum Committee Fourth Report

MOVED by Alderman Murray, seconded by Mrs. Dow that

THE COPPS COLISEUM COMMITTEE FOURTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE HOLDBACK MONIES RETAINED TO DATE BY THE CORPORATION OF THE CITY OF HAMILTON, TREASURY DEPARTMENT IN THE TOTAL AMOUNT OF $8,983.80 BE RELEASED TO THE CONTRACTOR, NAMELY COMSTOCK CANADA, SUBJECT TO A LIEN SEARCH BEING CONDUCTED BY THE CITY SOLICITOR'S DEPARTMENT AND APPROVAL OF THE TREASURY DEPARTMENT.

THAT THE QUOTATION SUBMITTED BY WESCO, HAMILTON, ONTARIO IN THE TOTAL AMOUNT OF $16,867.44 FOR THE SUPPLY AND DELIVERY OF ONE (1) WESTINGHOUSE 5-STAR MOTOR CONTROL CENTRE PANEL BE ACCEPTED; AND THAT THE HECFI EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

THAT THE QUOTATION SUBMITTED BY MARLEY CANADIAN INC., BRAMPTON, IN THE TOTAL AMOUNT OF $10,200. FOR THE SUPPLY AND INSTALLATION OF COOLING TOWER FAN DECK AT CITY HALL BE ACCEPTED; AND THAT THE HECFI EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

THAT AN OPEN ORDER BE ESTABLISHED WITH AIRGUARD INDUSTRIES, TORONTO, FOR THE SUPPLY AND DELIVERY OF AIR FILTERS FOR THE YEARS 1989 TO 1991 INCLUSIVE TO BE UTILIZED IN BUILDING SERVICES BY THE CENTRAL UTILITIES PLANT.

THAT AN OPEN ORDER BE ESTABLISHED WITH SPECIALTY CHEMICALS LIMITED, AURORA, FOR THE SUPPLY AND DELIVERY OF FEEDWATER TREATMENT CHEMICALS TO BE USED IN BUILDINGS SERVICED BY THE CENTRAL UTILITIES PLANT FOR THE YEAR 1989 WITH THE OPTION IN FAVOUR OF THE CITY/HECFI TO RENEW FOR AN ADDITIONAL TWO (2) YEAR TERM.

THAT APPROVAL BE GRANTED TO PROCEED I.E. PREPARE SPECIFICATIONS AND DRAWINGS, ISSUE FOR TENDER, WITH THE FOLLOWING 1989 CAPITAL BUDGET PROJECTS FOR COPPS COLISEUM AND THE CENTRAL UTILITIES PLANT AND THAT THE HECFI EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING:

Copps Coliseum

a)	Steam to Hot water Conversion	$125,000.
b)	Display Advertising Panels	25,000.
c)	Miscellaneous Equipment	47,000.
d)	Improvements to Home Team Dressing Room	25,000.
	Subtotal	$222,000.

Note: It was clarified that the Home Team Dressing Room is not currently used for hockey but is used for trade shows. It is currently unfinished space and the allocation of $25,000. is to provide basic mechanical and electrical service(s).

Central Utilities Plant

a)	City Hall - Cooling Tower Retrofit	$ 25,000.
b)	City Hall - Fan Plenum Retrofit	$ 90,000.
	Subtotal	$115,000.
	Total	$337,000.

THAT ONE (1) UTILITIES MAINTENANCE/OPERATOR POSITION, SALARY SCHEDULE M-15 CURRENTLY EXISTING AND VACANT AS OF 1989 APRIL 30, BE DELETED FROM THE STAFF COMPLEMENT FOR THE CENTRAL UTILITIES PLANT; ONE (1) ELECTRICAL/ELECTRONIC TECHNICIAN POSITION, SALARY SCHEDULE M-17 BE ADDED TO THE STAFF COMPLEMENT FOR THE CENTRAL UTILITIES PLANT; AND THAT THE NEW POSITION OF ELECTRICAL/ELECTRONIC TECHNICIAN BE POSTED AND FILLED WITHOUT DELAY.

THAT THE EXISTING AGREEMENT WITH PINKERTON OF CANADA LTD. FOR SECURITY SERVICES AT COPPS COLISEUM BE TERMINATED EFFECTIVE APRIL 22, 1989, 2359 HOURS; AND THAT BURNS INTERNATIONAL SECURITY SERVICES LIMITED BE AWARDED THE CONTRACT FOR SECURITY SERVICES AT COPPS COLISEUM FOR THE TERM COMMENCING APRIL 23, 1989 AND ENDING APRIL 30, 1990 AT RATES

SPECIFIED IN LETTER DATED APRIL 7, 1989 AND ADDRESSED TO MR. T. BRADLEY, DIRECTOR OF PURCHASING.

THAT AN AREA OF 1300 SQUARE FEET LOCATED IN THE NORTH WEST QUADRANT OF THE STREET/MALL LEVEL OF COPPS COLISEUM, BE LEASED TO HAMILTON BRIER INC. AT AN ANNUAL RENTAL RATE OF $5.50 PER SQUARE FOOT EXCLUDING ALL APPLICABLE TAXES FOR THE TERM COMMENCING ON A DATE YET TO BE DETERMINED AND TERMINATING MARCH 31, 1991; THAT AN AMOUNT OF $10,000. BE COMMITTED FOR THE PROVISION OF BASIC MECHANICAL AND ELECTRICAL SERVICES NECESSARY FOR THE FINISHING OF THIS AREA; AND THAT THE HECFI EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING FOR THIS PARTICULAR EXPENDITURE.

THAT THE CENTRAL UTILITIES PLANT - 1988 ENERGY CONSUMPTION REPORT, DATED APRIL 18, 1989 BE RECEIVED FOR INFORMATION; AND THAT THIS REPORT BE FORWARDED TO THE HECFI EXECUTIVE COMMITTEE, THE HECFI BOARD OF DIRECTORS AND TO THE COORDINATING COMMITTEE AT CITY HALL FOR INFORMATION.

THAT THE REPORT ENTITLED, PROCEDURE TO PUT COPPS COLISEUM "ON HOLD" FOR AN EVENT, DATED FEBRUARY 8, 1985, BE RECEIVED FOR INFORMATION; AND THAT THIS PROCEDURE BE FORWARDED TO THE HECFI EXECUTIVE COMMITTEE AND THE HECFI BOARD OF DIRECTORS FOR INFORMATION.

MOTION CARRIED.

The following items were received for information:

(i) Status Report on Confirmed Events/Performances at Copps Coliseum April 1989 - July 1989;
(ii) Marketing Services Report;
(iii) Status Report on Display Advertising dated April 19, 1989;

(iv) Client Evaluations/Correspondence;

(v) In order to include in the bid submission for the 1991 World Junior Hockey Championships a commitment of municipal support, HECFI Board Members were polled, and a quorum was obtained, to endorse the Copps Coliseum recommendation that City Council approve the expenditure of $140,000. should Hamilton be successful in winning the bid for the Championships. A recommendation was forwarded to the City's Co-ordinating Committee May 2, 1989.

5.2.1 Copps Coliseum Committee Minutes of March 22, 1989

MOVED by Alderman Murray, seconded by Alderman Jackson that

THE COPPS COLISEUM COMMITTEE MINUTES OF MARCH 22, 1989 BE RECEIVED.

MOTION CARRIED.

5.3 Hamilton Convention Centre Committee Fourth Report

MOVED by Ms. VanDuzer, seconded by Alderman Drury that

THE HAMILTON CONVENTION CENTRE COMMITTEE FORTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT BOARD APPROVAL BE GIVEN TO PROCEED WITH THE 1989 CAPITAL PROJECTS AS PROVIDED FOR IN THE 1989-1993 CAPITAL BUDGET PROGRAM AS FOLLOWS:

a)	Lobby Refurbishing	$ 30,000.
b)	Replace Concrete Furniture	60,000.
c)	Replace Vinyl on Moveable Walls	75,000.
d)	Replace Audio Speakers in Wentworth Exhibition Hall	40,000.
e)	Replace Summers Lane Glass Doors	16,000.
f)	Replace Inside Signage	25,000.
g)	Construct VIP Boardroom and Washroom in Room 314	64,000.
h)	Contingency	10,000.
	Total	$320,000.

THAT APPROVAL ALSO BE SOUGHT TO PROCEED WITH THE TELEVISION MONITOR OR COMPARABLE MESSAGE SYSTEM THAT IS IN THE CORPORATE PORTION OF THE CAPITAL BUDGET ($50,000.) AND THAT THE HECFI EXECUTIVE COMMITTEE BE REQUESTED TO RECOMMEND THE METHOD OF FINANCING.

THAT THE BOARD OF DIRECTORS BE REQUESTED TO APPROVE THE RELEASE OF THE 10% STATUTORY HOLDBACK IN THE AMOUNT OF $6,168.52 ON THE KITCHEN EXPANSION PROJECT TO FALLA CONSTRUCTION LTD.

THAT THE EXTENSION OF THE EXISTING CONTRACT WITH CANADIAN LINEN SUPPLY TO JUNE 30, 1991 BE APPROVED.

MOTION CARRIED.

The following items were received for information:

(i) Correspondence - the Board directed that a letter of appreciation be sent to the Ontario Teachers Federation for the way in which their protest was controlled so as not to disrupt any proceedings at the Convention Centre;

(ii) Report regarding liaison between the Art Gallery of Hamilton and the Hamilton Convention Centre;

(iii) Report regarding Display Windows;

(iv) Report from Operations Manager for March, 1989;
(v) Marketing Services Report;
(vi) Report regarding Booking Procedures-HCC;
(vii) Client Evaluations;
(viii) The Operations Manager provided an update in respect of the CSAE Conference in Hamilton in 1990.

5.3.1 Hamilton Convention Centre Committee Minutes of March 28, 1989

MOVED by Ms. VanDuzer,, seconded by Mr. Levitt that

THE HAMILTON CONVENTION CENTRE COMMITTEE MINUTES OF MARCH 28, 1989 BE RECEIVED.

MOTION CARRIED.

5.4 Hamilton Place Theatre Committee Fourth Report

MOVED by Alderman McCulloch, seconded by Alderman Agostino that

THE HAMILTON PLACE COMMITTEE FOURTH REPORT BE APPROVED.

MOTION CARRIED.

The following items were received for information:

(i) Marketing Services Report for April 1989;
(ii) Report from Assistant Director;
(iii) The Committee directed that all Hamilton Place tenants and staff receive a memo advising that the "No Parking/No Stopping" area in front of the Studio Theatre will be enforced.

5.4.1 Hamilton Place Theatre Committee Minutes of March 30, 1989

MOVED by Alderman Jackson, seconded by Alderman Agostino that

THE HAMILTON PLACE THEATRE COMMITTEE MINUTES OF MARCH 30, 1989 BE RECEIVED.

MOTION CARRIED.

6. New Business

6.1 Hamilton Negev Tribute Dinner

MOVED by Mr. Kwiatowski, seconded by Mrs. Dow that:

THE PURCHASE OF A TABLE OF TEN AT THE HAMILTON NEGEV TRIBUTE DINNER IN MEMORY OF THE LATE MAYOR VICTOR KENNEDY COPPS TO BE HELD SUNDAY, JUNE 11, 1989 (10) REPRESENTING A TOTAL COST OF $350 BE APPROVED.

MOTION CARRIED.

6.2 Copps Coliseum - Display Advertising Panels - Acceptance of Quotation

MOVED by Alderman Murray, seconded by Mr. Kwiatowski that

THE QUOTATION SUBMITTED BY ZIP SIGNS LTD. IN THE TOTAL AMOUNT OF $14,344.69 FOR THE SUPPLY AND INSTALLATION OF ADVERTISING DISPLAY PANELS FOR COPPS COLISEUM BE ACCEPTED; and THAT THE EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

Mr. Brad Calder advised that Zip Signs Ltd. had submitted their bid excluding provincial and federal sales taxes but that the company was prepared to honour the quoted amount of $14,344.69. It was further clarified that the City's Purchasing policy precludes **any** amendment to the quoted price after the opening of the tenders has occurred.

Mr. McFarland assumed the Chair.

6.3 Federal Liberal Leadership Convention Bid

Alderman Agostino and Mr. G. Macaluso, Manager of the Regional Visitor and Convention Services, Economic Development Department, circulated two pieces of correspondence: i) May 18, 1989 letter from Mr. D Pugliese to Alderman D. Agostino offering his support and assistance as well as that of Iona Campagnolo to Hamilton's bid for the Leadership convention; ii) May 18, 1989 memorandum from Mr. G. Macaluso recommending the expenditure of $5,000. towards the preparation of the Leadership Convention bid; $2,500. of which would be borne by HECFI.

The Board recognized that the lack of hotel accommodations; the cost to provide translators and equipment; lack of parking facilities, etc. are negative factors in Hamilton's bid for the convention but that the bid process itself would enhance Hamilton's image as a convention city. It was

MOVED by Alderman Agostino, seconded by Alderman Gallagher that

FUNDING NOT TO EXCEED $2,500. FOR EXPENDITURE TOWARDS THE DEVELOPMENT AND PREPARATION OF HAMILTON'S BID FOR THE FEDERAL LIBERAL LEADERSHIP CONVENTION BID BE APPROVED.

MOTION CARRIED.

Alderman Gallagher returned to the Chair.

7. Other Business

Nil

8. In-Camera Motions

The following motions were carried during the In-Camera Session:

THE IN-CAMERA SESSION BE CONVENED AT 8:25 A.M.

THE IN-CAMERA MINUTES OF APRIL 21, 1989 BE APPROVED.

HECFI'S LEGAL COUNSEL, ROSS & MCBRIDE, BE AUTHORIZED TO:

i) MAKE AN OFFER NOT TO EXCEED $1,000. TO SETTLE THE LEGAL ACTION, HECFI ET AL, ATS. BASTEDO; and

ii) REQUEST THAT THE RELEASE TO BE SIGNED BY THE PLAINTIFF INCLUDE A CONFIDENTIALITY PROVISION WITH REGARD TO THE TERMS OF SETTLEMENT.

THE EXECUTIVE COMMITTEE IN-CAMERA REPORT OF MAY 10, 1989 BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE B'NAI BRITH FOUNDATION CANADA AWARD OF MERIT DINNER BE HELD AT THE HAMILTON CONVENTION CENTRE ON THURSDAY, SEPTEMBER 14, 1989; and THAT THE REQUEST OF THE B'NAI BRITH FOUNDATION FOR SPECIAL CONSIDERATION FOR KOSHER CATERING BE NEGOTIATED BY STEPHEN DOCKMAN, OPERATIONS MANAGER, TO ACHIEVE THE BEST POSSIBLE SOLUTION FOR BOTH THE HAMILTON CONVENTION CENTRE AND B'NAI BRITH FOUNDATION; and THAT CORRESPONDENCE BE RELAYED TO B'NAI BRITH FOUNDATION OUTLINING THE REASONS FOR EXEMPTION FROM THE CURRENT POLICY AT THE HAMILTON CONVENTION CENTRE WITH RESPECT TO OUTSIDE CATERING.

THAT THE EXECUTIVE COMMITTEE OF HECFI APPROVE THE STAGING OF A "50'S - 60'S MONSTER MASH SOCK HOP" DANCE AT COPPS COLISEUM ON OCTOBER 28, 1989; and THAT ALL PROCEEDS FROM THE DANCE BE DONATED TO A LOCAL CHARITY YET TO BE NAMED; and THAT THE ESTIMATED COSTS ($20,000.) FOR STAGING THE EVENT (AS DOCUMENTED) BE FUNDED FROM THE SPECIAL EVENTS SUBSIDY FUND.

THAT ALDERMAN AGOSTINO BE AUTHORIZED AT A MAXIMUM COST OF $750. TO TRAVEL TO OTTAWA FOR THE PURPOSE OF ATTRACTING THE FEDERAL LIBERAL LEADERSHIP CONVENTION TO HAMILTON; and THAT THE COST OF THIS TRIP BE CHARGED TO TRAVELLING ACCOUNT NO. HE5520l-83062.

THE EXECUTIVE COMMITTEE IN-CAMERA MINUTES OF APRIL 12, 1989 BE RECEIVED.

THE COPPS COLISEUM COMMITTEE IN-CAMERA REPORT OF APRIL 26, 1989 BE APPROVED.

THE COPPS COLISEUM COMMITTEE IN-CAMERA MINUTES OF MARCH 22, 1989 BE RECEIVED.

THE HAMILTON CONVENTION CENTRE COMMITTEE IN-CAMERA REPORT OF APRIL 28, 1989 BE APPROVED.

THE HAMILTON CONVENTION CENTRE COMMITTEE IN-CAMERA MINUTES OF MARCH 28, 1989 BE RECEIVED.

THE HAMILTON PLACE THEATRE COMMITTEE IN-CAMERA REPORT OF APRIL 27, 1989 BE APPROVED.

THE HAMILTON PLACE THEATRE COMMITTEE IN-CAMERA MINUTES OF MARCH 30, 1989 BE RECEIVED.

THE IN-CAMERA SESSION BE ADJOURNED AT 9:30 A.M.

9. Date of Next Meeting

Friday, June 16, 1989
8:00 A.M.
Hamilton Convention Centre
Room 314

10. Adjournment

MOVED by Alderman Agostino, seconded by Mr. Levitt that

THE MEETING ADJOURN AT 10:45 A.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED.

Alderman J. Gallagher, Chairman

Patricia Bennett, Secretary

4.1 Illegal Parking : Hamilton Place \ Summers Lane

Please Note:

The issue of illegal parking at Hamilton Place and Summers Lane was raised at the April 21, 1989 Board Meeting. The attached correspondence from Mr. Main provides an update of the action taken to address the problem.

THE CORPORATION OF THE CITY OF HAMILTON
City Hall, 71 Main Street West, Hamilton, Ontario L8N 3T4

1989 June 2

JUN 06 1989

Alderman John Gallagher
c/o Aldermen's Office
City Hall

Re: Parking Enforcement around Hamilton Entertainment and Convention Facilities Inc. Properties

Dear Sir:

Your letter of 1989 May 18 is welcome, since we have approached the management of various HECFI facilities in the past requesting their approval for us to enforce parking regulations adjacent to these premises, and that approval has never been forthcoming.

Since receiving your letter, we have talked to representatives of all three facilities and asked them to advise their employees that enforcement would commence immediately. We issued courtesy warning tickets for two days, and have now begun tagging vehicles which are illegally parked on sidewalk areas.

With regard to signing, no additional signing is required since it should be evident to one and all, especially employees, that parking is not permitted on sidewalk areas.

We believe that we will have the matter in hand within one week's time at the most.

Yours truly,

Murray F. Main, P. Eng.
Director of Traffic Services

MFM/jd

cc: Ms. P. Bennett
Copps Coliseum

Attachment 5.1

5.1 Executive Committee Sixth Report

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

REPORT OF THE HECFI BOARD OF DIRECTORS
OF THE HECFI EXECUTIVE COMMITTEE
MEETING OF JUNE 7, 1989

The HECFI Executive Committee presents its **SIXTH** Report and respectfully submits for information:

1. **Marketing Services Report**

   Marketing Services Report is attached as **Schedule "A".**

2. **TicketMaster Software Improvements**

   TicketMaster Software Improvement information is attached as **Schedule "B".**

3. **Committee Reports**

   The following Committee reports were considered:

   Copps Coliseum Committee Report.
   Hamilton Place Committee Report.
   Hamilton Convention Centre Committee Report.

RESPECTFULLY SUBMITTED

John Gallagher per J Mills

ALDERMAN JOHN GALLAGHER, CHAIRMAN
HECFI EXECUTIVE COMMITTEE

J Mills

Joan Mills
Committee Secretary

Schedule "A"

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

FOR INFORMATION

MEMO TO: COPPS COLISEUM COMMITTEE
HAMILTON PLACE THEATRE COMMITTEE
HAMILTON CONVENTION CENTRE COMMITTEE
HECFI EXECUTIVE COMMITTEE

FROM: Mary Webb, Marketing Services Manager

DATE: May 17, 1989

SUBJECT: **MARKETING SERVICES REPORT - MAY 1989**

This past month has been a busy one for Marketing Services staff with the launching of the Hamilton Place "BIG 5" marketing campaign, the bid for the 1991 World Junior Championship at Copps Coliseum and the organizing of the "Think Tank" session with a group of meeting planners and Hamilton Convention Centre staff. These projects will be reported on the following pages under the facility reports.

Work continues with OK & D on the **ANNUAL REPORT.** Photography has been completed and layout and budget have been approved. The project is on target for delivery in late June.

OK & D has been asked to make minor changes in the Hamilton Place and Copps Coliseum corporate **HALF PAGE ADVERTISEMENTS FOR VARIETY MAGAZINE.** Once the changes are approved final art work will be completed for insertion in the July and August issues.

Current marketing promotions for Copps Coliseum, Hamilton Place and Hamilton Convention Centre are outlined under each facility.

COPPS COLISEUM

1991 IIHF WORLD JUNIOR HOCKEY BID

David Watkins has been actively involved in complying this bid. Bid is composed of a forty (40) page written proposal, a video presentation, a special incentive item and a site inspection luncheon. The 1991 World Championship Bid has been a priority over the past month and has included meetings with CHCH-TV, Hamilton Region staff and the Host Committee.

MAPLE LEAF WRESTLING

Promotional materials for the May 1 wrestling event were distributed for promoter.

BILLY "RED" LYONS AND JACK TUNNEY ON CHML

David Watkins coordinated the appearance of Billy "Red" Lyons and Jack Tunney on the Sandy Bishop CHML program, Friday, April 28.

MINISTRY OF TOURISM SEMINAR

David Watkins set-up Ministry of Tourism seminar for HECFI box office staff, May 12 at Copps Coliseum.

DISPLAY SIGNAGE

Monitoring of the Copps display signage continues.

JULIO IGLESIAS CONCERT

Support advertising was placed in Spanish newspapers for the Iglesias June 3 concert. Marketing Services liaisoned promotions with promoter.

TOURISM AWARENESS WEEK

David Watkins will conduct tour of Copps Coliseum Saturday, May 20.

HAMILTON PLACE THEATRE

Mary Webb, Bryan Cripps and Alison Nicholson have been concentrating on the following.

"BIG 5 SHOWS" CAMPAIGN

- "BIG 5" print campaign began May 6 - (Hamilton, Toronto, St. Catharines, Kitchener and Brantford)

- Radio (CHML, CKDS, CKLH) and CHCH-TV two week "BIG 5" campaigns kicked in May 8. Wrote radio commercials and worked with CHCH on TV commercial.

- Distribution of 25,000 "BIG 5" flyers have now been distributed through recreation departments, ladies service clubs, hotels, restaurants, clubs and places of interest.

- Daily monitoring of Box Office sales - 5% of all available tickets were purchased by Hamilton Place subscribers prior to opening of Box Office to general public on May 6. Daily tickets sold for the "BIG 5" shows range from 400 to 900 tickets per day. ODD COUPLE leads.

- Six (6) large "BIG 5" posters produced for placement throughout facility.

- Tourist information kits being assembled for visiting cast and company members. Kits highlight Hamilton and surrounding area with emphasis on dining and shopping etc.

HENDERSHOT RESEARCH CONSULTANTS

Tom Burrows and Mary Webb have had several sessions with Hendershot Research Consultants regarding a much needed marketing research study for Hamilton Place. The study, structured to dovetail with the current "BIG 5" marketing campaign, will concentrate on the areas of Mississauga, Oakville, Burlington, Greater Hamilton (East, West, Downtown, Mountain), Ancaster, Dundas, St. Catharines, Welland. Market potential and awareness are key objectives for implementing future Hamilton Place marketing and advertising strategies.

ROGER WHITTAKER - MAY 5 & 30

All promotion was handled by marketing services for promoter including print and radio campaigns. Staff was responsible for establishing and controlling budget. Second performance now close to sell-out.

DAVID COPPERFIELD - MAY 15 & 16

All print ads placed as requested by promoter. Staff also acted as liaison for special promotions with CKOC and Atlantique Stores and handled the opening night coverage by CHCH-TV news and Spectator. Copperfield closed at 85% capacity with close to 15% being sold during the final 2 days.

MORRISTON MALE VOICE CHOIR - JUNE 1

Marketing staff advised promoter on direct mail campaign, advertising schedule and targeted group marketing.

LUCIE ARNAZ - MAY 31 & JUNE 2

- All print ads created and placed by staff in Hamilton, Toronto, St. Catharines, Kitchener and Brantford papers.

- Advance interviews being set-up with Hamilton Spectator, CKOC, CHML, CKDS, CKDC, CKLH, CHAM, Review Magazine and Toronto media.

- CHCH-TV feature celebrity interview will take place just prior to opening performance.

THEATRE TERRA NOVA - JUNE 1-10

Spent considerable time suggesting contacts, distribution schedule and general promotion for the forthcoming Theatre Terra Nova Studio Theatre production "HOW COULD YOU, MRS. DICK?"

ODD COUPLE - JUNE 6-10

- Print ads began May 4. Running in Hamilton, Toronto, St. Catharines, Kitchener and Brantford through June 10. Ads created and placed in papers by marketing staff.

- Radio campaigns on six (6) radio stations in Hamilton, Brantford and St. Catharines begin May 22. Liaisoned with radio on format for commercial. Negotiated with all stations for extra free promotion. All stations running "ODD COUPLE" contests.

- CHCH-TV "ODD COUPLE" campaign starts May 22. Worked with CHCH staff creating the commercial. Considerable free promotion in addition to purchased commercials.

- Media interviews for TIM CONWAY and TOM POSTON now being set-up. Also coverage for the opening.

CANADIAN BRASS SPECTACULAR - JUNE 17

- Special mailing insert sent to Hamilton Philharmonic Orchestra, Bach Elgar Choir and Hamilton Symphony subscribers offering special discount - a total of 2,500 pieces were mailed.

- Negotiations with CKDS for a "presents" have resulted in over $6,000. in free promotion.

- Setting up feature story with Spectator.

- Working with record company on record promotions with various radio stations.

- Creating and placing all print and radio advertising.

CLEO LAINE - JUNE 29

- Negotiated with CKLH radio for a "presents" which will result in over $4,000. in free promotion. CKLH will tie in with record distributor.

- All print advertising created and placed by marketing staff.

- Radio advertising will be placed on stations carrying jazz and special programs.

SUGAR BABIES - JULY 20-22

- Print advertising in Hamilton, St. Catharines, Kitchener and Brantford begins June 22 and runs through July 22.
- CKLH radio will co-present with CHCH-TV. Over $4,000. obtained in free promotion.
- Radio and CHCH-TV campaigns run from July 3-16.
- Interviews to be arranged in July.

A CHORUS LINE - AUGUST 1-6

- Negotiated with CHML and CKDS for a co-presents with CHCH-TV. Over $6,000. in free promotion will result from this.
- Print advertising set for July 13 through August 5 in Hamilton, Kitchener, St. Catharines and Brantford.
- Radio and CHCH-TV campaigns kick off July 17.

EVITA - AUGUST 29 - SEPTEMBER 3

- Now working with CHCH-TV for a Tie-in promotion with "Last Minute Travel Club" Trip to Argentina.
- CKLH Radio acts as a co-presenter with CHCH-TV. $4,000. now promised in free promotion.

SHERATON HAMILTON

Hamilton Place marketing staff are working with Debra Vivian at Sheraton Hamilton and will provide "Star" photographs for a Hamilton Celebrity Gallery.

HAMILTON CONVENTION CENTRE

MEETING PLANNERS CONTACT GROUP

Bryan Cripps held an initial meeting with Convention Centre Sales Department to discuss a strategy for the forthcoming meeting between members of Convention Centre staff and a group of leading meeting planners from the Toronto area. The objective of this "Think Tank" meeting will be to review effective marketing strategy. Four (4) to six (6) meeting planners will be invited. Location of meeting is Toronto with dinner and refreshments provided. Sales Department is to supply a list of potential meeting planners from which to select invitees.

MIRAGE DISPLAY PHOTOGRAPHY

On May 15, Bryan Cripps and a TDF photographer took test photographs of the City of Hamilton from two separate previously selected locations. These test sheets will be used to select the final location from which TDF will photograph the City when weather conditions are optimum. The location search began last fall in anticipation of this summer shoot.

INCENTIVE ADVERTISING

Bryan Cripps and Sal Farrauto attended Advertec Mini-Mart held at the Royal Connaught Hotel on May 3. Hundreds of novelty items were viewed with an objective of finding a suitable item for the Hamilton Convention Centre.

HAMILTON MUNDIALIZATION ANNUAL MEETING

Bryan Cripps has been involved with supplying a cake on behalf of the Convention Centre for the celebration of the 21st year of Mundialization in the City of Hamilton. The cake will be cut by Mayor Robert Morrow at the annual meeting of the Hamilton Mundialization Committee to be held at City Hall, May 23rd. Media will be in attendance.

Respectfully submitted,

Mary Webb

Mary Webb
Manager of Marketing Services

MW/cb

Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule "B"

FROM John A. Leuser, Director of Finance and Administration (Name & Title) DATE May 31, 1989

FOR ACTION ☐ FOR INFORMATION ☒ File No. _____

TO: BOARD ☐ (OR) HECFI Executive Committee ☒

SUBJECT

TicketMaster Software Improvements

INFORMATION

Telephone Operation

Effective June 5, 1989, TicketMaster's new telephone software will be operational in our telephone ordering department.

The benefits of having this new telephone software are:

(1) Customer Service Will Be Improved:

- the system will allow telephone staff to assign exact seat locations to customers at the time of order.
- tickets will be available for pick-up or mail out in much shorter time (as soon as the order is placed, the order can be picked-up).
- part-time staff will be able to concentrate fully on their customers and filling their orders. This is an improvement since, under the old system, part-time were responsible for doing 4 different jobs at one time - taking phone orders, processing charge slips, balancing previous orders and filing.

(2) More Efficient Use of Part-Time Staff:

- the manual writing of phone orders and credit card charge slips is eliminated.
- the manual balancing of daily sales and the filing is also eliminated.

The elimination of these manual duties is expected to reduce the number of part-time hours required in the phone room.

(3) Dollar savings will be realized in operating supplies since the purchase of phone order forms will no longer be required.

(4) Some staff time will be saved on following up credit card charge-backs since all telephone orders will be be checked by an on-line credit card verification system, which is also a feature of the system.

(5) A customer data base can be created which will identify by name and address all customers that purchased tickets by telephone for a particular type of event. This feature has potential marketing uses (i.e. a mailing list) for HECFI and its promoters.

Box Office Operation

We plan by the Fall to extend Ticketmaster's on-line credit card verification system to the Box Office at Copps Coliseum and Hamilton Place Theatre.

John A. Leuser

John A. Leuser, C.A.
Director of Finance
and Administration

JAL:he

5.1.1 Executive Committee Minutes of May 10, 1989

THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

EXECUTIVE COMMITTEE

Wednesday, May 10, 1989
11:30 a.m.
Copps Coliseum
Hamilton Room

REGULAR SESSION

PRESENT: Ald. J. Gallagher, Chairman
Mr. W. McFarland, Vice-Chairman
Ald. T. Murray
Ald. D. Agostino

ALSO PRESENT: Mr. J. Leuser
Mr. T. Burrows
Mr. S. Dockman
Mr. B. Calder
Mrs. J. Mills, Secretary

REGRETS: Ald. Wm. McCulloch (On City Business)
Mr. N. Levitt

1. Chairman's Remarks

The Chairman called the meeting to order, at 11:45 a.m. The Committee wished to address the In-Camera Agenda at this time.

2. Motion to Move In-Camera

It was

MOVED by Ald. Agostino, seconded by Mr. McFarland

THAT THE IN-CAMERA SESSION COMMENCE. (11:45 a.m.)

MOTION CARRIED.

The following motions were carried in the in-camera session:

THAT THE B'NAI BRITH FOUNDATION CANADA AWARD OF MERIT DINNER BE HELD AT THE HAMILTON CONVENTION CENTRE ON THURSDAY, SEPTEMBER 14, 1989; AND

THAT THE REQUEST OF THE B'NAI BRITH FOUNDATION FOR SPECIAL CONSIDERATION FOR KOSHER CATERING BE NEGOTIATED BY STEPHEN DOCKMAN, OPERATIONS MANAGER, TO ACHIEVE THE BEST POSSIBLE SOLUTION FOR BOTH THE HAMILTON CONVENTION CENTRE AND B'NAI BRITH FOUNDATION; AND

THAT CORRESPONDENCE BE RELAYED TO B'NAI BRITH FOUNDATION OUTLINING THE REASONS FOR EXEMPTION FROM THE CURRENT POLICY AT THE HAMILTON CONVENTION CENTRE WITH RESPECT TO OUTSIDE CATERING ((I) AS THE HAMILTON CONVENTION CENTRE WAS HEAVILY BOOKED, IT WAS NOT POSSIBLE TO ACCOMMODATE THE REQUIREMENTS FOR KOSHER CATERING AND (II) SUCH AN EXEMPTION WOULD BE GRANTED FOR A NATIONAL OR INTERNATIONAL CONVENTION ONLY, SUCH AS THE SEPTEMBER 14TH, 1989 FUNCTION.)

NOTE: THE COMMITTEE SUGGESTED THAT THE OUTSIDE CATERER PREPARE THE KOSHER MEAL AND THAT IT BE SERVED BY THE HAMILTON CONVENTION CENTRE STAFF.

THAT THE EXECUTIVE COMMITTEE OF HECFI APPROVE THE STAGING OF A "50'S - 60'S MONSTER MASH SOCK HOP" DANCE AT COPPS COLISEUM ON OCTOBER 28, 1989; AND

THAT ALL PROCEEDS FROM THE DANCE BE DONATED TO A LOCAL CHARITY YET TO BE NAMED; AND

THAT THE FOLLOWING ESTIMATED COSTS FOR STAGING THE EVENT BE FINANCED FROM THE SPECIAL EVENTS SUBSIDY FUND:

A)	BASIC LICENCE FEE	$ 6,500
B)	EVENT CHARGES	6,000
C)	BOX OFFICE FEES	4,000
D)	CREDIT CARD CHARGES	1,500
E)	CONTINGENCY	2,000
	TOTAL	$20,000

THAT ALDERMAN AGOSTINO BE AUTHORIZED AT A MAXIMUM COST OF $750.00 TO TRAVEL TO OTTAWA FOR THE PURPOSE OF ATTRACTING THE FEDERAL LIBERAL LEADERSHIP CONVENTION TO HAMILTON; AND

THAT THE COST OF THE TRIP BE CHARGED TO TRAVELLING - ACCOUNT NO. HE55201-83062.

THAT THE IN-CAMERA SESSION BE ADJOURNED AND THE REGULAR SESSION BE CONVENED. (1:05 p.m.)

3. Minutes of Previous Meeting

It was

MOVED by Ald. Murray, seconded by Mr. McFarland

THAT THE APRIL 12, 1989 HECFI EXECUTIVE COMMITTEE REGULAR MINUTES BE ACCEPTED AS CIRCULATED.

MOTION CARRIED.

4. Business Arising from Minutes -

nil

5. Marketing Services Report

Mr. J. Leuser presented an award which was received jointly by the OKD Advertising firm and HECFI for the production of the outstanding Front & Centre Medical Conventions direct mail flyer in 1988.

MOVED by Ald. Agostino, seconded by Ald. Murray

THAT THE MARKETING SERVICES REPORT AS PREPARED BY THE MARKETING SERVICES MANAGER BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. Committee Reports -
6.1 Copps Coliseum Committee

It was

MOVED by Ald. Agostino, seconded by Mr. McFarland

THAT THE COPPS COLISEUM COMMITTEE REPORT OF ITS MEETING ON APRIL 26, 1989 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

6.1.1 Contract Security Services

It was

MOVED by Ald. Agostino, seconded by Mr. McFarland

THAT THE EXPIRY DATE ON THE SECURITY CONTRACT WITH PINKERTON OF CANADA LTD. WITH RESPECT TO COPPS COLISEUM BE REVISED TO NOVEMBER 30, 1989 TO ALLOW A JOINT TENDER FOR SECURITY REQUIREMENTS FOR HECFI OVERALL.

NOTE: IT WAS NOTED THAT THIS REPRESENTED A CHANGE TO THE EXPIRY DATE OF THE CONTRACT BEING RECOMMENDED IN THE COPPS COLISEUM COMMITTEE REPORT OF ITS MEETING ON APRIL 26, 1989.

MOTION CARRIED.

6.1.2 Method of Financing for Supply and Delivery Replacement Motor Control Centre (MCC) Panel - City Hall

It was

MOVED by Ald. Agostino, seconded by Mr. McFarland

THAT THE SUPPLY AND DELIVERY OF ONE MOTOR CONTROL CENTRE PANEL TO REPLACE AN EXISTING UNIT LOCATED AT CITY HALL AT A TOTAL COST OF $16,867.44 BE FINANCED FROM ACCOUNT NUMBER CF5815-928851001 - REPLACE MOTOR CONTROL CENTRES - CITY HALL.

NOTE: THE COPPS COLISEUM COMMITTEE AT ITS MEETING ON APRIL 26, 1989 REQUESTED THAT THE HECFI EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING FOR A QUOTATION SUBMITTED BY WESCO, HAMILTON, ONTARIO, IN THE TOTAL AMOUNT OF $16,867.44 FOR THE SUPPLY AND DELIVERY OF ONE (1) WESTINGHOUSE 5-STAR MOTOR CONTROL CENTRE PANEL.

MOTION CARRIED.

6.1.3 Method of Financing for Cooling Tower Fan Deck - City Hall

The method of financing as requested by the Copps Coliseum Committee for the supply and installation of the cooling tower fan deck will be addressed by the City Co-ordinating Committee when approval is received to proceed with all of the 1989 CUP capital projects as provided in the approved 1989-1993 Capital Budget Programme along with the method of financing.

MOVED by Ald. Agostino, seconded by Mr. McFarland

THAT THE METHOD OF FINANCING FOR COOLING TOWER FAN DECK BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6.1.4 1989 Capital Projects for Copps Coliseum and the Central Utilities Plant

It was

MOVED by Ald. Agostino, seconded by Mr. McFarland

THAT THE CITY CO-ORDINATING COMMITTEE BE REQUESTED TO RECOMMEND APPROVAL TO PROCEED WITH THE FOLLOWING CAPITAL PROJECTS AS PROVIDED FOR IN THE 1989 PORTION OF THE APPROVED 1989 - 1993 CAPITAL BUDGET PROGRAMME, AND TO RECOMMEND THE METHOD OF FINANCING:

COPPS COLISEUM

A) STEAM TO HOT WATER CONVERSION	$125,000
B) DISPLAY ADVERTISING PANELS	25,000
C) MISCELLANEOUS EQUIPMENT	47,000
D) IMPROVEMENTS TO HOME TEAM DRESSING ROOM	25,000
SUBTOTAL	$222,000

CENTRAL UTILITIES PLANT

A) CITY HALL - COOLING TOWER RETROFIT	25,000
B) CITY HALL - FAN PLENUM RETROFIT	90,000
SUBTOTAL	115,000
TOTAL	$337,000

NOTE: IN RESPECT OF COPPS COLISEUM'S CAPITAL PROJECTS ABOVE, THE METHOD OF FINANCING OUTLINED IN THE APPROVED 1989 - 1993 CAPITAL BUDGET PROGRAMME IS FROM HECFI'S RESERVE FOR CAPITAL PROJECTS, ACCOUNT NO. RF5120Ø-2530Ø. IN RESPECT OF THE CENTRAL UTILITIES PLANT PROJECTS ABOVE, THE FINANCING IS FROM HECFI'S RESERVE FOR CAPITAL PROJECTS, SINCE THE 1988 YEAR END CUP SURPLUS WAS CREDITED TO THE ACCOUNT AT YEAR END. A SEPARATE RESERVE ACCOUNT NUMBER FOR THE CUP WILL BE ASSIGNED IN 1989 UNDER THE NEW MSA SYSTEM.

MOTION CARRIED.

6.1.5 Method of Financing of Capital Costs Associated with Leasing of Office Space, Hamilton Brier Inc.

It was

MOVED by Ald. Agostino, seconded by Mr. McFarland

THAT THE AMOUNT OF $1Ø,ØØØ REQUIRED FOR THE FINISHING OF THE STREET/MALL LEVEL SPACE OF COPPS COLISEUM TO BE LEASED TO HAMILTON BRIER INC. BE FINANCED FROM CAPITAL ACCOUNT NUMBER CF5813-928841ØØ2 - COPPS COLISEUM, EXPANSION OF ADMINISTRATION OFFICES.

NOTE: THE COPPS COLISEUM COMMITTEE AT ITS MEETING OF APRIL 26, 1989 REQUESTED THAT THE HECFI EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING OF AN AMOUNT OF $1Ø,ØØØ FOR THE PROVISION OF THE BASIC MECHANICAL AND ELECTRICAL SERVICES NECESSARY FOR THE FINISHING OF 1,3ØØ SQUARE FEET OF STREET/MALL LEVEL SPACE LOCATED IN COPPS COLISEUM.

MOTION CARRIED.

6.2 Hamilton Place Committee

It was

MOVED by Ald. Agostino, seconded by Mr. McFarland

THAT THE HAMILTON PLACE COMMITTEE REPORT OF ITS MEETING ON APRIL 27, 1989 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

6.3 Hamilton Convention Centre Committee

The Committee requested that Mr. Stephen Dockman, Operations Manager, Hamilton Convention Centre, contact Mr. J. Pook of Public Works with respect to supplying and maintaining plants, trees, etc. in the lobby area of the Hamilton Convention Centre and report back to the Committee at its next meeting.

MOVED by Ald. Murray, seconded by Ald. Agostino

THAT THE HAMILTON CONVENTION CENTRE COMMITTEE REPORT OF ITS MEETING ON APRIL 28, 1989 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

6.3.1 1989 Capital Projects for the Hamilton Convention Centre and Corporate Department

It was

MOVED by Ald. Murray, seconded by Mr. McFarland

THAT THE CITY CO-ORDINATING COMMITTEE BE REQUESTED TO RECOMMEND APPROVAL TO PROCEED WITH THE FOLLOWING CAPITAL PROJECTS AS PROVIDED FOR IN THE 1989 PORTION OF THE APPROVED 1989 - 1993 CAPITAL BUDGET PROGRAMME, AND TO RECOMMEND THE METHOD OF FINANCING:

HAMILTON CONVENTION CENTRE

A) LOBBY REFURBISHING	$ 30,000
B) REPLACE CONCRETE FURNITURE	60,000
C) REPLACE VINYL ON MOVEABLE WALLS	75,000
D) REPLACE AUDIO SPEAKERS IN WENTWORTH EXHIBITION HALL	40,000
E) EQUIPMENT AND RENOVATIONS	115,000
SUBTOTAL	$320,000

CORPORATE

TV MONITOR OR COMPARABLE MESSAGE SYSTEM		50,000
	SUBTOTAL	50,000
	TOTAL	$370,000

NOTE: THE METHOD OF FINANCING OUTLINED IN THE APPROVED 1989 - 1993 CAPITAL BUDGET PROGRAMME FOR THE ABOVE PROJECTS IS FROM HECFI'S RESERVE FOR CAPITAL PROJECTS, ACCOUNT NO. RF51206-25306.

MOTION CARRIED.

7. Consolidated Unaudited Operations Results

nil

8. New Business

nil

9. Other Business

nil

10. Future Meeting Time for the HECFI Executive Committee

It was

MOVED by Ald. Agostino, seconded by Ald. Murray

THAT THE HECFI EXECUTIVE COMMITTEE CHANGE THE REGULAR SCHEDULED MEETING TIME TO 12:00 NOON, SO CONFLICTS MAY BE AVOIDED IN FUTURE WITH THE REGIONAL FINANCE AND PERSONNEL COMMITTEE.

MOTION CARRIED.

11. Adjournment

It was

MOVED by Mr. McFarland, seconded by Ald. Murray

THAT THE MEETING BE ADJOURNED. (1:20 p.m.)

MOTION CARRIED.

TAKEN AS READ AND APPROVED:

ALDERMAN JOHN GALLAGHER, CHAIRMAN

J. Mills

Mrs. J. Mills, Secretary

Attachment 5.2

5.2 Copps Coliseum Committee Fifth Report

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

May 26, 1989.

**REPORT TO THE HECFI BOARD OF DIRECTORS
FROM THE COPPS COLISEUM COMMITTEE MEETING
OF MAY 24, 1989**

The Copps Coliseum Committee presents its **FIFTH** Report and respectfully recommends the following:

1. Hamilton Tiger-Cat Football Season Tickets

That the purchase by Copps Coliseum of two pair of 1989 season tickets for the Hamilton Tiger-Cats to be used for public relations purposes be approved.

NOTE: (i) Cost for two pair of season tickets is $800.00.

The following are for information only:

1. Status Report on Confirmed Events/Performances at Copps Coliseum

The Status Report on Confirmed Events/Performances at Copps Coliseum - May 1989 to August 1989.

NOTE: (i) Documentation is attached.

2. Marketing Services Report

The Marketing Services Report - May 1989.

4. Client Evaluations, Correspondence and Comment Cards

The Client Evaluation and Comment Cards as submitted by the Director of Copps Coliseum, dated 1989 May 17.

NOTE: (i) Documentation attached.

Following discussion with respect to concession services and the number of complaints regarding cold food, staff was directed to invite representatives of Volume Food Services to the next Committee meeting in order for the views of the Committee members to be expressed and to discuss solutions.

5. **Use of Hamilton Room During Julio Iglesias Concert**

Staff was directed to arrange for the Hamilton Room to be made available as a hospitality suite during the Julio Iglesias Concert, Saturday, June 3, 1989, with invitations extended to all members of the HECFI Board of Directors and their guests.

NOTE: **(i) Subsequent to the Committee meeting, information was received from the production company that no intermission was scheduled during the concert; the necessity of making the Hamilton Room available before or after the concert was deemed unsuitable.**

6. **Ivor Wynne Stadium**

The issue of Copps Coliseum security and ushering personnel working at Ivor Wynne Stadium is under negotiation. The Committee agreed that it would be beneficial for this issue to be studied.

Respectfully submitted,

T. Murray

Alderman T. Murray, Chairman.

M.G. McCaffrey

Gail McCaffrey, Secretary.

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

REPORT TO COPPS COLISEUM COMMITTEE

REPORT TO : Copps Coliseum Committee
Attn: Ms. Gail McCaffrey, Secretary

FROM : Mr. J. T. Crane, Director, Copps Coliseum

COPIES TO : Ms. L. Stewart, Sales Executive, Copps Coliseum

DATE : May 17, 1989

RE : Status Report on Confirmed Events/Performances at Copps Coliseum, May - August 1989

May, 1989

1 Confirmed Event/Performance

1. Maple Leaf Wrestling
   : May 1st

June, 1989

3 Confirmed Event/Performance

1. Julio Iglesias Concert
   : June 3rd
2. Manufacturers' Luncheon
   : June 14th
3. George Strait Concert
   : June 29th

July, 1989

6 Events/Performances

1. Jehovah Witnesses Convention
   : July 7th, 8th, 9th, 14th, 15th, 16th,

August, 1989

No confirmed events.

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

M E M O R A N D U M

FOR INFORMATION: XXXX

TO: Copps Coliseum Committee,
Attn: Ms. G. McCaffrey, Secretary

COPIES TO: Ms. P. Bennett

FROM: Mr. John T. Crane
Director, Copps Coliseum

DATE: 1989 May 17

SUBJECT: **Client Evaluation, Correspondence and Comment Cards**

RECOMMENDATION:

For information purposes only.

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

Re: Disney On Ice

CLIENT EVALUATION

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Attention: Director
Tel. 416/527-7900

We very much appreciate if you would take the time to complete this questionnaire.

Your comments will assist us in reviewing our overall performance.

PROMOTER Ringling Bros. and Barnum + Bailey

ADDRESS 3201 New Mexico Ave N.W Washington Dc. 20016

DATE OF EVENT MARCH 14-19 1989

	Yes (Please check)	No	Comments
BOOKING			
Was the Sales Executive helpful?	☒	☐	
Were you given all details regarding rental rates and other costs?	☒	☐	
Do you feel the rates and costs are fair?	☐	☐	
Were the dates you wanted available?	☒	☐	
BOX OFFICE			
Was the Box Office Manager helpful?	☒	☐	
Were you given all details regarding Box Office fees and procedures?	☒	☐	
Was the service satisfactory?	☒	☐	
EVENT CO-ORDINATION			
Was the Events Manager/Assistant helpful?	☒	☐	
Was the service/co-operation satisfactory?	☒	☐	
Did you receive technical advice?	☒	☐	
Was the set-up satisfactory?	☒	☐	
OPERATIONS			
Was the building clean?	☒	☐	
Was the building temperature satisfactory?	☒	☐	
Were the dressing rooms satisfactory?	☒	☐	
Were the media/promoter rooms satisfactory?	☒	☐	GREAT!
SECURITY			
Was the Security Supervisor helpful?	☒	☐	
Was the Security Entrance Guard helpful?	☒	☐	
Was the Building Security adequate?	☒	☐	
SETTLEMENT			
Was the Finance Director/Assistant helpful?	☒	☐	
Were all event costs itemized?	☒	☐	
Was the breakdown of costs satisfactory?	☒	☐	

GENERAL COMMENTS _____

(OVER)

RECEIVED APR 2 8 1989

Copps Coliseum
Administrative Office
101 York Boulevard
Hamilton, Ontario
L8R 3L4

April 20, 1989

At this time we would like to take an opportunity to express our satisfaction with the staff and facilities at Copps Coliseum that we secured for casual ice-time on April 12, 1989 between the hours of 7 & 9 p.m.

We have been playing pick-up hockey in and around the Hamilton area for a number of years. After having had an opportunity to play at Copps, the consensus of everyone present was that it was by far the best ice surface that we had experienced.

We would like to thank Ms. Diana Nusca for her co-operation and help in procuring the license agreement for the coliseum through the Hamilton Entertainment and Convention Facilities Inc.

We would also like to accredit Mr. Al Stokan for the excellent condition of the ice surface. It is easy to understand why the Soviets enjoy playing at Copps.

Unfortunately, we do not know the name of the security guard who was on duty that night but we would like to thank him for his courtesy.

We are making plans to rent the arena again in the near future.

Sincerely,

Tony Rukavina

Tony Rukavina

Copps Coliseum
Victor K. Copps Trade Centre/Arena

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: Dimord Jubilee

DID YOU ENJOY THE EVENT? yes

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☑	☐	
FACILITY	☑	☐	
CONCESSIONS	☐	☑	
OTHER	☐	☐	

SUGGESTIONS: The food served here is the worst I wouldn't feed it to my Dog I had a Slice of Pizza it was ice cold and a Brat it was ice cold and taco, which Needless to say the cheese was ice cold!!

NAME: Don't you people have any hot food.

ADDRESS: ms michelle Demsey

PHONE NUMBER: 5324 527 milw wi 53209

THANK YOU

Copps Coliseum
Victor K. Copps Trade Centre/Arena

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: WWF

DID YOU ENJOY THE EVENT? YES

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☑	☐	
FACILITY	☑	☐	
CONCESSIONS	☐	☐	
OTHER	☑	☐	

SUGGESTIONS: Get the wrestlers here on time and proper line ups.

NAME: John Ayles

ADDRESS: 107 LONDON ST T

PHONE NUMBER: 549 6851

THANK YOU

Attachment 5.2.1

5.2.1 Copps Coliseum Committee Minutes of April 26, 1989

COPPS COLISEUM COMMITTEE

Wednesday, April 26, 1989
12:ØØ Noon
Hamilton Room, Copps Coliseum

PRESENT: Alderman T. Murray, Chairman
Mr. P. Cowell, Vice Chairman
Alderman D. Agostino
Mr. G. Kwiatowski

ALSO PRESENT: Mr. J. Crane
Mr. J. Leuser
Mr. B. Calder
Mr. D. Watkins
Ms. G. McCaffrey, Secretary

REGRETS: Alderman J. Gallagher, Chairman,
H.E.C.F.I. Board of Directors
Mr. W. McFarland
Mr. T. Casey

The Chairman called the meeting to order at 12:45 p.m.

The following motions were carried during the In Camera Session:

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE MEETING BE CONVENED AT 12:Ø5 P.M.

THAT THE COPPS COLISEUM IN CAMERA MINUTES OF MARCH 22, 1989, BE APPROVED.

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORT ON EVENTS FOR THE THREE MONTH PERIOD ENDED MARCH 31, 1989, BE RECEIVED FOR INFORMATION.

THAT THE STATUS REPORT ON TENTATIVE HOLDS AT COPPS COLISEUM APRIL 1989 TO JULY 1989, BE RECEIVED FOR INFORMATION.

THAT THE REPORT OF THE DIRECTOR OF FINANCE AND ADMINISTRATION, DATED APRIL 21, 1989, BE RECEIVED FOR INFORMATION.

THAT THE REPORT BY THE DIRECTOR OF COPPS COLISEUM-MARKETING, DATED APRIL 17, 1989, BE RECEIVED FOR INFORMATION.

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE BE ADJOURNED AT 12:45 P.M.

1. Copps Coliseum Committee Minutes of March 22, 1989

1.2 Motion for Approval

MOVED by Mr. Cowell, seconded by Mr. Kwiatowski that

THE COPPS COLISEUM COMMITTEE MINUTES OF MARCH 22, 1989, BE APPROVED.

MOTION CARRIED.

2. Business Arising From the Minutes

Nil

3. Marketing

3.1 Status Report on Confirmed Events/Performances at Copps Coliseum - April 1989 - July 1989

MOVED by Alderman Agostino, seconded by Mr. Cowell that

THE STATUS REPORT ON CONFIRMED EVENTS/PERFORMANCES AT COPPS COLISEUM - APRIL 1989 - JULY 1989, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

3.2 Marketing Services Report - April 1989

MOVED by Alderman Agostino, seconded by Mr. Kwiatowski that

THE MARKETING SERVICES REPORT - APRIL 1989, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

3.3 Display Advertising - Copps Coliseum (Core Media Inc. - Advertising Agency)

The Director reviewed the report on the status to date of the display advertising in Copps Coliseum. He reported that revenue generated from this program amounts to approximately $200,000. in sales with 20% commission paid to Core Media.

Mr. D. Watkins, Marketing Coordinator, was introduced to the Committee members. Mr. Crane reported that Mr. Watkins has been working on this program along with Core Media. It was noted that once the present advertisers and contracts are in place, additional areas in Copps Coliseum may be investigated for display advertising.

MOVED by Mr. Kwiatowski, seconded by Alderman Agostino that

THE DISPLAY ADVERTISING - COPPS COLISEUM (CORE MEDIA INC. - ADVERTISING AGENCY) REPORT DATED APRIL 19, 1989, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4. Capital Construction Items

4.1 City Hall - Installation of Owner's Packaged Centrifugal Water Chiller, Release of Holdback, Comstock Canada

MOVED by Alderman Agostino, seconded by Mr. Kwiatowski that

THE HOLDBACK MONIES RETAINED TO DATE BY THE CORPORATION OF THE CITY OF HAMILTON, TREASURY DEPARTMENT IN THE TOTAL AMOUNT OF $8,983.80 BE RELEASED TO THE CONTRACTOR, NAMELY COMSTOCK CANADA, SUBJECT TO A LIEN SEARCH BEING CONDUCTED BY THE CITY SOLICITOR'S DEPARTMENT AND APPROVAL OF THE TREASURY DEPARTMENT.

MOTION CARRIED.

4.2 City Hall - Supply and Delivery of Replacement Motor Control Centre (MCC) Panels, Acceptance of Quotation

MOVED by Alderman Agostino, seconded by Mr. Cowell that

THE QUOTATION SUBMITTED BY WESCO, HAMILTON, ONTARIO, IN THE TOTAL AMOUNT OF $16,867.44 FOR THE SUPPLY AND DELIVERY OF ONE (1) WESTINGHOUSE 5-STAR MOTOR CONTROL CENTRE PANEL BE ACCEPTED; AND THAT THE H.E.C.F.I. EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

4.3 Central Utilities Plant - City Hall, Cooling Tower Retrofit, Acceptance of Tender

MOVED by Alderman Agostino, seconded by Mr. Kwiatowski that

THE QUOTATION SUBMITTED BY MARLEY CANADIAN INC., BRAMPTON, IN THE TOTAL AMOUNT OF $10,200.00 FOR THE SUPPLY AND INSTALLATION OF COOLING TOWER FAN DECK AT CITY HALL BE ACCEPTED; AND THAT THE H.E.C.F.I. EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

5. New Business

5.1 Central Utilities Plant - Supply and Delivery of Air Filters for 1989, 1990 and 1991; Open Order - Airguard Industries

MOVED by Mr. Cowell, seconded by Alderman Agostino that

AN OPEN ORDER BE ESTABLISHED WITH AIRGUARD INDUSTRIES, TORONTO, FOR THE SUPPLY AND DELIVERY OF AIR FILTERS FOR THE YEARS 1989 TO 1991 INCLUSIVE TO BE UTILIZED IN BUILDINGS SERVICED BY THE CENTRAL UTILITIES PLANT.

MOTION CARRIED.

5.2 Central Utilities Plant - Supply and Delivery of Feedwater Treatment Chemicals for 1989 With Option for 1990 and 1991; Open Order- Specialty Chemicals Limited

MOVED by Alderman Agostino, seconded by Mr. Cowell that

AN OPEN ORDER BE ESTABLISHED WITH SPECIALTY CHEMICALS LIMITED, AURORA, FOR THE SUPPLY AND DELIVERY OF FEEDWATER TREATMENT CHEMICALS TO BE USED IN BUILDINGS SERVICED BY THE CENTRAL UTILITIES PLANT FOR THE YEAR 1989 WITH THE OPTION IN FAVOUR OF THE CITY/H.E.C.F.I. TO RENEW FOR AN ADDITIONAL TWO (2) YEAR TERM.

MOTION CARRIED.

5.3 Copps Coliseum and the Central Utilities Plant, 1989 Capital Budget Projects

Mr. Cowell was informed by the Director that the item of Miscellaneous Equipment, Copps Coliseum, included a number of small items such as a floor scrubber and follow spot lights.

MOVED by Mr. Cowell, seconded by Alderman Agostino that

APPROVAL BE GRANTED TO PROCEED I.E. PREPARE SPECIFICATIONS AND DRAWINGS, ISSUE FOR TENDER, WITH THE FOLLOWING 1989 CAPITAL BUDGET PROJECTS FOR COPPS COLISEUM AND THE CENTRAL UTILITIES PLANT;

COPPS COLISEUM

A) STEAM TO HOT WATER CONVERSION	$125,000.00
B) DISPLAY ADVERTISING PANELS	25,000.00
C) MISCELLANEOUS EQUIPMENT	47,000.00
D) IMPROVEMENTS TO HOME TEAM DRESSING ROOM	25,000.00
SUBTOTAL	$222,000.00

CENTRAL UTILITIES PLANT

A) CITY HALL - COOLING TOWER RETROFIT ..	$ 25,000.00
B) CITY HALL - FAN PLENUM RETROFIT	90,000.00
SUBTOTAL	$115,000.00
TOTAL	$337,000.00

AND THE H.E.C.F.I. EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

5.4 Copps Coliseum and the Central Utilities Plant, Request to hire Electrical/Electronic Technician

The Director advised the Committee that the position of Utilities Maintenance/Operator will be vacant due to the employee's retirement. The requirements of Copps Coliseum and C.U.P. would be better served by replacing the vacant position with an Electrical/Electronic Technician.

Alderman Murray stated that it may be difficult to attract competent applicants possessing such specialized qualities in light of the salary being offered. However, it was noted that shift work would not be required and the environment is clean.

Mr. Crane stated that the salary schedules are set in conjunction with the union. However, it may be time to review the rates.

MOVED by Mr. Cowell, seconded by Alderman Agostino that

ONE (1) UTILITIES MAINTENANCE/OPERATOR POSITION, SALARY SCHEDULE M-15 CURRENTLY EXISTING AND VACANT AS OF 1989 APRIL 30, BE DELETED FROM THE STAFF COMPLEMENT FOR THE CENTRAL UTILITIES PLANT; ONE (1) ELECTRICAL/ELECTRONIC TECHNICIAN POSITION, SALARY SCHEDULE M-17 BE ADDED TO THE STAFF COMPLEMENT FOR THE CENTRAL UTILITIES PLANT;

AND, THE NEW POSITION OF ELECTRICAL/ELECTRONIC TECHNICIAN BE POSTED AND FILLED WITHOUT DELAY.

MOTION CARRIED.

5.5 Copps Coliseum, Contract Security Services

Mr. Crane reviewed the history of the contract with Pinkerton of Canada to provide security services at Copps Coliseum. When Pinkerton advised that they were terminating their contract, the City Purchasing Department was contacted for a replacement company. Burns International had recently submitted a tender to the City and was low bidder. This situation provided Copps Coliseum with the opportunity to "piggy-back" with the City's tender process thereby eliminating the need for a separate tender.

Mr. Crane advised that in addition, Burns International agreed to hire all existing security staff at Copps Coliseum thereby ensuring continuity of personnel.

The Committee was in agreement that this matter has been favourably resolved.

MOVED by Mr. Kwiatowski, seconded by Alderman Agostino that

THE EXISTING AGREEMENT WITH PINKERTON OF CANADA LTD. FOR SECURITY SERVICES AT COPPS COLISEUM BE TERMINATED EFFECTIVE 1989 APRIL 22, 2359 HOURS; AND THAT BURNS INTERNATIONAL SECURITY SERVICES LIMITED BE AWARDED THE CONTRACT FOR SECURITY SERVICES AT COPPS COLISEUM FOR THE TERM COMMENCING 1989 APRIL 23 AND ENDING 1990 APRIL 30 AT RATES SPECIFIED IN LETTER DATED 1989 APRIL 7 AND ADDRESSED TO MR. T. BRADLEY, MANAGER OF PURCHASING.

MOTION CARRIED.

5.6 Copps Coliseum, Leasing of Office Space, Hamilton Brier Inc.

Mr. Crane reported that the local organizing committee of the 1991 Brier to be held in Hamilton has requested the use of an area within Copps Coliseum for office administration. An annual rate of $5.50 per square foot is being recommended for leasing this area.

In addition, an amount of $10,000. is being recommended to cover basic services. It was noted that Copps Coliseum has no immediate plans to use the proposed area and that funds will be required at some future time to finish the space.

Mr. Crane advised that any leasehold improvements are at the cost of Hamilton Brier Inc. and that all plans must be approved by Copps Coliseum.

MOVED by Alderman Agostino, seconded by Mr. Cowell that

AN AREA OF 1300 SQUARE FEET LOCATED IN THE NORTH WEST QUADRANT OF THE STREET/MALL LEVEL OF COPPS COLISEUM, BE LEASED TO HAMILTON BRIER INC. AT AN ANNUAL RENTAL RATE OF $5.50 PER SQUARE FOOT EXCLUDING ALL APPLICABLE TAXES FOR THE TERM COMMENCING ON A DATE YET TO BE DETERMINED AND TERMINATING 1991 MARCH 31; AND AN AMOUNT OF $10,000.00 BE COMMITTED FOR THE PROVISION OF BASIC MECHANICAL AND ELECTRICAL SERVICES NECESSARY FOR THE FINISHING OF THIS AREA; AND FURTHER THAT THE H.E.C.F.I. EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING FOR THIS PARTICULAR EXPENDITURE.

MOTION CARRIED.

5.7 Central Utilities Plant, 1988 Energy Consumption Report

The Committee reviewed the C.U.P. 1988 Energy Consumption Report. The Director stated that energy management is one way of reducing expenditures and noted that the efforts of C.U.P. have proven to be efficient, cost saving and beneficial to the City of Hamilton.

MOVED by Mr. Kwiatowski, seconded by Alderman Agostino that

THE CENTRAL UTILITIES PLANT, 1988 ENERGY CONSUMPTION REPORT DATED 1989 APRIL 18, BE RECEIVED FOR INFORMATION; AND FURTHER, THAT THIS REPORT BE FORWARDED TO THE H.E.C.F.I. EXECUTIVE COMMITTEE, THEN TO THE H.E.C.F.I. BOARD OF DIRECTORS AND LASTLY TO THE COORDINATING COMMITTEE OF CITY HALL FOR THEIR INFORMATION.

MOTION CARRIED.

5.8 Client Evaluations/Correspondence

The Committee reviewed the Client Evaluations and correspondence. Particular acknowledgement was made to the complimentary documentation in respect of the Ontario Teachers' Federation event. Alderman Agostino stated that the event went very well and that staff should be commended.

MOVED by Mr. Kwiatowski, seconded by Alderman Agostino that

THE CLIENT EVALUATIONS/CORRESPONDENCE AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, DATED 1989 APRIL 2Ø, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. Other Business

6.1 Procedure to Put Copps Coliseum "On Hold" for an Event

As directed by the Board at its meeting of April 21, 1989, Mr. Crane circulated copies of the Procedure to Put Copps Coliseum "On Hold" for an Event, dated February 8, 1985.

The Committee agreed that the procedure was sensible and appropriate; noting that only one problem has resulted.

MOVED by Alderman Agostino, seconded by Mr. Kwiatowksi that

THE PROCEDURE TO PUT COPPS COLISEUM "ON HOLD" FOR AN EVENT, DATED FEBRUARY 8, 1985, BE RECEIVED FOR INFORMATION; AND THAT THIS PROCEDURE BE FORWARDED TO THE H.E.C.F.I. EXECUTIVE COMMITTEE AND TO THE H.E.C.F.I. BOARD OF DIRECTORS FOR INFORMATION.

MOTION CARRIED.

6.2 I.I.H.F. World Junior Hockey Championships 1991

Mr. Crane reported on the progress of the bid proposal for the City of Hamilton to host the World Junior Hockey Championships in 1991.

Mr. Crane stated that the HECFI Board of Directors at their meeting on March 17, 1989, approved a recommendation to fund the preparation and presentation of the bid proposal. This recommendation stated that if HECFI and the City of Hamilton were successful in winning the Championships, financial support in the amount of approximately $140,000. for staging the event would be required. The City's commitment to funding $140,000. must be documented in the bid proposal. Mr. Crane stated that due to this requirement and the bid submission due date of May 31, 1989, it will be necessary for the Coordinating Committee of the City to approve this funding as soon as possible.

Due to time constraints HECFI's Committee/Board process must be by-passed and management was directed to poll the HECFI Board of Directors seeking their approval of a recommendation to the City's Coordinating Committee requesting the City's approval of an allocation of $140,000. to be expended should Hamilton be awarded the 1991 World Junior Hockey Championships.

7. Unfinished Business

The Committee duly noted the Unfinished Business.

8. Date of Next Meeting

Wednesday, May 24, 1989
12:00 Noon
Hamilton Room, Copps Coliseum

9. Adjournment

MOVED by Alderman Agostino, seconded by Mr. Kwiatowski that

THE COPPS COLISEUM COMMITTEE MEETING BE ADJOURNED AT 1:15 P.M.

TAKEN AS READ AND APPROVED,

_____
Alderman T. Murray, Chairman

_____
Gail McCaffrey, Secretary

Attachment 5.3

5.3 Hamilton Convention Centre Committee Fifth Report

HAMILTON
CONVENTION
CENTRE

REPORT TO THE BOARD OF DIRECTORS, HECFI
FROM THE HAMILTON CONVENTION CENTRE COMMITTEE MEETING
OF FRIDAY, MAY 26, 1989

The Hamilton Convention Centre Committee presents its FIFTH REPORT for 1989 with the following items given **for information:**

1. Report of the Operations Manager on the Centre for April 1989

This report was received for information and a copy is attached as **APPENDIX "A".**

2. Correspondence

This was discussed, and received for information; a copy of the correspondence is attached as **APPENDIX "B".**

3. Client Evaluations

These were discussed and received for information.

4. Report of the Manager, Marketing Services

This was discussed and received for information; a copy will be provided to the Board of Directors by the Marketing Services Department.

Respectfully submitted,

Norman Levitt, Chairman
Hamilton Convention Centre Committee

B. Goddard
Secretary

HAMILTON
CONVENTION
CENTRE

APPENDIX "A"

REPORT TO THE HAMILTON CONVENTION CENTRE COMMITTEE FROM THE OPERATIONS MANAGER FOR APRIL, 1989

May 18, 1989

The month of April was another tremendous month in which we exceeded our revenue budget by 30.0%. Revenue for April was approximately $325,000 which compares favourably to the budget of $250,000. The total revenue for the year to date is approximately $1,090,000 which is $220,000 or 25.3% over budget for the four month period.

Future sales for April were $407,440 which is 31.9% over our objective of $309,000 and well above our sales of $253,615 in 1988. With the increase of $98,440 our sales for the four month period have exceeded our objective of $1,317,000 by 2.0% to a total of $1,343,466.

		No. of persons attended
Conventions	Ontario Liberal Party (March 31-April 2)	1500
	Ontario Association of Optometrists	200
	Royal Arch Masons of Canada	600
	Pollution Control Association of Ontario	400
	Rotary District 709 Conference	1000
Banquets	American Foundrymen Society - Ladies Night	516
	City of Hamilton - Annual Sports Volunteer Banquet	800
	Hamilton Board of Education Breakfast	910
Other	The Wee Two Doll Show	800
	A & P - Spectator Food Fair	16500

..... 2

Miss Cindy Cornell has been employed as the Receptionist and Mr. Bob Grubb was the successful candidate for the Maintenance Assistant position. Presently all positions have been filled.

The replacement of the carpet is now complete. I have toured the facility with a representative of Terence Webster & Associates. A list of deficiencies has been compiled, which will be completed prior to requesting a release of the 10% statutory holdback.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg

APR 20 1989

THE GRAND CHAPTER OF
ROYAL ARCH MASONS OF CANADA
IN THE PROVINCE OF ONTARIO

APPENDIX "B"

April 19th, 1989

Mr. Stephen Dockman
Operations Manager
Hamilton Convention Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

Dear Mr. Dockman:

Please accept the appreciation of our Convocation Committee for your assistance in helping to make our most recent Convocation one of the best in years.

The following staff must be highly commended:

Sal Farranto
Dolores Raycraft
Frank Wilson

Mrs. Margaret P. Lees, Events Co-ordinator, was particularly outstanding in her tireless and cheerful organization to ensure that every detail was attended to. Her efficiency and friendliness are characteristics of your staff who quietly and discreetly fulfilled their duties.

There is no doubt that the attention to detail, the caring, the food (The best banquet meal which we've had anywhere) all contributed to the many superlatives which were received from our delegates concerning your staff and facilities.

Yours sincerely,

J. W. Reid

James W. Reid
'89 Grand Chapter
Convocation Chairman

cc: SD

ROTARY DISTRICT 709 CONFERENCE

Hamilton Trade & Convention Centre
April 28, 29, 30 — 1989

DISTRICT GOVERNOR
Dr. John Frid
1059 Unsworth Ave.
Burlington, Ontario
L7T 1R8
(416) 529-1088

CONFERENCE CHAIRMAN
Tom Lamb
3136 Princess Blvd.
Burlington, Ontario
L7N 1G4
(416) 637-7441

AREA 7 CO-HOST CLUBS
Rotary Clubs of
ANCASTER
DUNDAS
HAMILTON
HAMILTON "AM"
HAMILTON MOUNTAIN
HAMILTON EAST WENTWORTH

UNITED STATES CANADA

Mailing Address:
c/o Rotary Clubs of Hamilton, Ontario
Suite 209, 112 King Street East
Hamilton, Ontario L8N 1A8
Phone (416) 522-4583

May 10, 1989

Hamilton Convention Centre
Business Office
115 King St. W.
Hamilton, Ont.
L8P 4T9

Att: Robin Laking

Dear Ms. Laking:

Through you I want to express the thanks of my fellow Rotarians to all departments of the Convention Centre for the very efficient manner in which our 1989 Conference was handled.

Those on the Conference Committee are in high praise of the co-operation and friendliness of all staff. We heard nothing but compliments from our delegates.

Good news travels fast and we hope it will result in more people considering your facilities for their meetings.

Sincerely

Tom Lamb

Tom Lamb, Chairman
District 709 Conference

ROTARY DISTRICT 709 CONFERENCE

Hamilton Trade & Convention Centre
April 28, 29, 30 — 1989

DISTRICT GOVERNOR
Dr. John Frid
1059 Unsworth Ave.
Burlington, Ontario
L7T 1R8
(416) 529-1088

CONFERENCE CHAIRMAN
Tom Lamb
3136 Princess Blvd.
Burlington, Ontario
L7N 1G4
(416) 637-7441

AREA 7 CO-HOST CLUBS
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HAMILTON "AM"
HAMILTON MOUNTAIN
HAMILTON EAST WENTWORT

Mailing Address:
c/o Rotary Clubs of Hamilton, Ontario
Suite 209, 112 King Street East
Hamilton, Ontario L8N 1A8
Phone (416) 522-4588

CONFERENCE RESOLUTION

WHEREAS THIS ROTARY DISTRICT 709 CONFERENCE/1989 HAS BEEN VERY SUCCESSFUL IN EDUCATION, IN FELLOWSHIP, AND IN MANY SUBJECTS AND ASPECTS OF THE TOTAL PROGRAMS OF ROTARY --BE IT RESOLVED THAT:

- MOST SINCERE THANKS BE EXPRESSED TO THE MANAGEMENT AND STAFF OF THE HAMILTON TRADE AND CONVENTION CENTRE

- THE MANAGEMENT AND STAFF OF:

  THE ROYAL CONNAUGHT HOTEL

  THE SHERATON HAMILTON HOTEL

  THE HOLIDAY INN OF HAMILTON

  THE HAMILTON STREET RAILWAY

  MAURICE CARTER CHEV-OLDS LTD

- AND SPECIFIC THANKS TO:

  THE CORPORATION OF THE CITY OF HAMILTON

  THE REGION OF HAMILTON-WENTWORTH

  THE HAMILTON-WENTWORTH REGIONAL POLICE AND

  THE ROYAL CANADIAN MOUNTED POLICE

cc: SD

Canadian
Mental
Health
Association
Hamilton - Wentworth Branch

1 Hunter Street, East
Hamilton, Ontario
L8N 3W1
(416) 521-0090

May 10, 1989

Robin Laking
Events Manager
Hamilton Convention Centre
115 King Street West
Hamilton, ON
L8P 4T9

Dear Robin:

We would like to thank you for your cooperation, assistance, and helpful suggestions in arranging and staging our Mental Health Conference on Friday, May 5, 1989.

There has been very positive feedback from all who attended the Conference regarding the Hamilton Convention Centre, the Webster Theatre and the luncheon.

Due to this year's success, we are hoping that we will be able to host such a conference on an annual basis at the Convention Centre. We therefore look forward to working with you again next year.

Once again, many thanks!

Yours sincerely,

Dianne Crawley
Public Relations
Hamilton Psychiatric Hospital

Gary Michaluk, Director
Health Promotion Program
Canadian Mental Health Association

/ph

cc Phyllis Turner, Executive Director C.M.H.A.

Norman G. McCarthy, President C.M.H.A.

Phyllis Rayner, Chairperson
Community Advisory Board, H.P.H.

Wayne Fyffe, Administrator H.P.H.

5.3.1 Hamilton Convention Centre Committee Minutes of April 28, 1989

HAMILTON CONVENTION CENTRE COMMITTEE

REGULAR MEETING

Friday, April 28, 1989
0800 hours
Room 206, HCC

PRESENT: Mr. Norman Levitt, Chairman
Mr. William J. Tidball, Vice-Chairman
Mrs. Mary Dow

ALSO PRESENT: Mr. Stephen H. Dockman, Operations Manager
Hamilton Convention Centre
Mr. John A. Leuser, Director
Finance/Administration, HECFI
Mr. Sal Farrauto, Sales Manager,
Mr. Vince Guglielmo, Mrs. Karen Dowhan and
Mrs. Carolyn Melia, Account Executives,
Mrs. Silena McEwen, Booking Co-ordinator/
Secretary and Mrs. Jeannine Flett, Receptionist/
Typist - all of the Sales Department,
Hamilton Convention Centre
Mrs. B. Goddard, Secretary

REGRETS: Alderman Don Drury
Mrs. Alison VanDuzer

Chairman's Remarks

1. Chairman's Remarks

The meeting was convened at 0800 hours and the Chairman welcomed the members of the Convention Centre Sales staff who were present en masse to give a presentation on their separate functions in the Sales Department of the Hamilton Convention Centre. The presentation took approximately fifteen minutes and was followed by a question and answer period during which the members of the committee present gained a very comprehensive understanding of how the Sales Department of the Centre operates. Please see separate minute.

Minutes of previous meeting

2. Minutes of previous meeting held Tuesday, March 28, 1989

It was MOVED by Mr. Tidball, seconded by Mrs. Dow -

..... 2

THAT THE MINUTES OF THE PREVIOUS MEETING HELD TUESDAY, MARCH 28, 1989 BE ADOPTED AS CIRCULATED TO THE MEMBERS

MOTION CARRIED

Matters Arising

3. Matters arising from previous meeting

Art Gallery of Hamilton

3.1 Art Gallery of Hamilton

The Operations Manager presented his report of meetings with Mr. Michael Conoley, Head of Development for the Art Gallery of Hamilton held with a view to increasing the interaction between the two facilities. It was noted that the Convention Centre is listed as one of the acceptable caterers to the Art Gallery and there have been opportunities for the Centre to cater cocktail receptions and buffet breakfasts in the lounge area and lobby of the Art Gallery. The Operations Manager and Mr. Conoley will keep in touch so that each facility can take full advantage of any possible events that may be held.

It was MOVED by Mrs. Dow, seconded by Mr. Tidball -

THAT THE REPORT OF THE OPERATIONS MANAGER ON LIAISON BETWEEN THE ART GALLERY OF HAMILTON AND THE HAMILTON CONVENTION CENTRE BE APPROVED AND RECEIVED FOR INFORMATION

MOTION CARRIED

Display Windows

3.2 Display Windows

The Director also produced a report on the Display Windows which are rented by the Centre. It was explained that the windows in Summers Lane and along King Street were constantly rented, and there was a waiting list for these. The windows on the pedestrian bridge are not as popular, mainly because of the restrictions placed on lettering, and the windows on the walkway are difficult to sell because they are not as open to the public as those on the ground level. A short discussion followed, following which -

It was MOVED by Mr. Tidball, seconded by Mrs. Dow -

THAT THE REPORT OF THE DIRECTOR OF OPERATIONS ON THE DISPLAY WINDOWS BE RECEIVED FOR INFORMATION

MOTION CARRIED

Director's Report

4. Report of the Operations Manager on the Centre for the month of March, 1989

The Operations Manager, HCC, presented his monthly report as follows:-

"March was steady with a number of smaller functions throughout the month; however, our actual revenue of $158,850 fell below the budget of $190,000 by $31,150, or 16.4%. The total revenue for the first quarter was $749,449, which is $129,449 over budget for this period.

"Future sales for March were $219,716 which is below our objective of $322,000 and lower than sales of $352,487 in March 1988. Sales for the first quarter were $936,026, 7.1% below our objective of $1,008,000.

		No. of persons attended
Conventions	Ontario Liberal Party (March 31,/April 2)	1500
Banquets	Reg Wheeler Appreciation Dinner	380
	Wearing of the Green - 4th Annual St. Patricks Day Lunch	368
	Boy Scouts of Canada	250
	McMaster University - Athletic Awards Banquet	385
Other	Hamilton Home Show	25000
	Hamilton-Wentworth Roman Catholic School Board - Science Fair	2000
	Air Canada Product Launch	300
	Hamilton Philharmonic Orchestra Auction	350

"Miss Irene Kovacs has joined the Convention Centre as Events Secretary. Irene's prior experience with the Sheraton Centre in Toronto in a similar position will be an asset to the Events Department.

"Miss Gloria Bozich was the successful candidate for the position of Banquet Personnel Co-ordinator. Gloria has been with the Convention Centre as a waitress since January 1985.

"Unfortunately, there have been two more resignations: Miss Audrey O'Sullivan, who had only recently taken the position of Receptionist, and Rick Galway, Maintenance Assistant. We are presently seeking replacements for both positions."

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The Operations Manager informed the meeting that like most other organizations, the Convention Centre prefers to promote staff from within and this has happened quite frequently; the big advantage is that the promoted person usually has a good rapport with the staff and the Centre runs smoothly because of this.

It was MOVED by Mrs. Dow, seconded by Mr. Tidball -

THAT THE REPORT OF THE OPERATIONS MANAGER ON THE CENTRE FOR THE MONTH OF MARCH, 1989 BE APPROVED, RECEIVED FOR INFORMATION AND FORWARDED TO THE BOARD OF DIRECTORS Secretary

MOTION CARRIED

Correspondence

5. Correspondence and Comment Cards

The members were, as usual, very pleased with the complimentary letters received, especially from the Ontario Liberal Party. The Operations Manager reported that there had been no problems with security, as had almost been expected. Any operational problems are always dealt with as a function proceeds and things usually run very smoothly at all times. It was noted that the Teachers Federation organizers had made sure no untoward incidents happened - in fact they themselves had blocked their members from entering Summers Lane. Mrs. Dow suggested that a letter of appreciation be sent to the Teachers Federation, and it was decided that this would be best if it came from the HECFI Board, to whom the original letter of concern had been directed.

It was MOVED by Mr. Tidball, seconded by Mrs. Dow -

THAT THE ITEMS OF CORRESPONDENCE BE RECEIVED FOR INFORMATION AND FORWARDED TO THE BOARD OF DIRECTORS WITH A REQUEST THAT A LETTER OF APPRECIATION BE SENT TO THE ONTARIO TEACHERS FEDERATION FOR THE WAY IN WHICH THEIR PROTEST WAS CONTROLLED SO AS NOT TO DISRUPT ANY PROCEEDINGS AT THE CONVENTION CENTRE Secretary

MOTION CARRIED

Client Evaluations

6. Client Evaluations

Following a short discussion, it was MOVED by Mrs. Dow, seconded by Mr. Tidball -

THAT THE CLIENT EVALUATIONS BE APPROVED AND RECEIVED FOR INFORMATION

MOTION CARRIED

Other Business

7. Other business

Release of Holdback

7.1 Release of Holdback - Kitchen Expansion

Following a short discussion on the Operations Manager's recommendation, it was MOVED by Mr. Tidball, seconded by Mrs. Dow -

THAT THE BOARD OF DIRECTORS BE REQUESTED TO APPROVE THE RELEASE OF THE 10% STATUTORY HOLDBACK IN THE AMOUNT OF $6,168.52 ON THE KITCHEN EXPANSION PROJECT TO FALLA CONSTRUCTION LTD.

Secretary

MOTION CARRIED

89 Capital Projects

7.2 1989 Capital Projects for the Convention Centre

A recommendation of the Operations Manager relating to the 1989 capital budget items was considered by the committee. Clarification was given on several points -

- Order of importance of items;

- Regarding the replacement doors at Summers Lane, it was explained that this has been a problem since the building opened, and although there was no problem with Hamilton Place, the doors there had a wider space between the inner and outer doors, whereas in the Centre, this space was too narrow. Revolving doors were mentioned as an alternative;

- Mrs. Dow was informed that the amount of $50,000 for the TV monitor was in addition to the total $320,000 for the other items, and that this amount would be in the corporate budget, as it was an item to be used by all the facilities; an alternative system was also being considered;

- It was explained that the figures quoted in the recommendation were estimates, and when the different projects were tendered, the final price would be determined at that time.

It was MOVED by Mr. Tidball, seconded by Mrs. Dow -

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THAT BOARD APPROVAL BE SOUGHT TO PROCEED WITH THE 1989 CAPITAL PROJECTS AS PROVIDED FOR IN THE 1989-1993 CAPITAL BUDGET PROGRAM, AS FOLLOWS: Secretary

1)	Lobby Refurbishing	$ 30,000
2)	Replace Concrete Furniture	$ 60,000
3)	Replace Vinyl on Moveable Walls	$ 75,000
4)	Replace Audio Speakers in Wentworth Exhibition Hall	$ 40,000
5)	Replace Summers Lane Glass doors	$ 16,000
6)	Replace Inside Signage	$ 25,000
7)	Construct VIP Boardroom and Washroom in Room 314	$ 64,000
8)	Contingency	$ 10,000
	Total	$320,000

AND THAT APPROVAL ALSO BE SOUGHT TO PROCEED WITH THE TELEVISION MONITOR OR COMPARABLE MESSAGE SYSTEM THAT IS IN THE CORPORATE PORTION OF THE CAPITAL BUDGET, THE BUDGET ALLOCATION FOR WHICH IS $50,000; AND THAT THE HECFI EXECUTIVE COMMITTEE BE REQUESTED TO RECOMMEND THE METHOD OF FINANCING. Secretary

MOTION CARRIED

Uniforms - Extension of Contract

7.3 Uniforms - Extension of Contract

The Operations Manager explained that also the contract was not required to "fit in" with any contract relating to the other two facilities, the uniforms involved had been specially made for the Convention Centre, and were still in good condition. After three years, they are still good, and the supplier is willing to supply an additional 240 at no additional cost. Canadian Linen are also prepared, on the contract being renewed for the requested period, to extend 1989 prices to October 31, 1990 with a maximum increase on November 1, 1990 of 4%.

It was MOVED by Mrs. Dow, seconded by Mr. Tidball -

THAT THE BOARD OF DIRECTORS BE REQUESTED TO APPROVE THE EXTENSION OF THE EXISTING CONTRACT WITH CANADIAN LINEN SUPPLY TO JUNE 30, 1991 Secretary

MOTION CARRIED

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Information Items

8. Information Items

Marketing Services Report

8.1 Marketing Services Report

A discussion on the advantages and disadvantages of using local small circulation newspapers took place, the outcome being that it was more advantageous to use publications with larger circulation; smaller ones tended to concentrate on real estate and that was people's main interest in them.

It was made clear that the Marketing Services department was looking at potential markets in many areas.

It was MOVED by Mr. Tidball, seconded by Mrs. Dow -

THAT THE MARKETING SERVICES REPORT BE APPROVED AND RECEIVED FOR INFORMATION

MOTION CARRIED

oking Procedures

8.2 Booking Procedures - Hamilton Convention Centre

A report on booking procedures in the facility was presented by the Operations Manager. The members were quite satisfied that the procedures followed by the Convention Centre staff were the best, and Mr. Tidball was assured there had been no serious problems in the past, and that the bookings had been kept strictly under control since day one at the Centre.

It was MOVED by Mrs. Dow, seconded by Mr. Tidball -

THAT THE REPORT OF THE OPERATIONS MANAGER ON BOOKING PROCEDURES AT THE HAMILTON CONVENTION CENTRE BE RECEIVED FOR INFORMATION AND FORWARDED TO THE BOARD OF DIRECTORS Secretary

MOTION CARRIED

New business

9. New Business

CSAE Conference July 1989

9.1 CSAE Conference in Winnipeg, July 1989

The Operations Manager was able to assure the members that Hamilton would be well represented at this year's CSAE Conference in Winnipeg. The Conference to be held in Hamilton in 1990 was probably the most important convention/

..... 8

conference ever to come to the City. The delegates to these conventions are the ones who book facilities. There will be members of the ASAE attending. We want to make sure every detail is superlative in accuracy and are looking for support from all three facilities, especially with regard to any events in Hamilton Place and Copps Coliseum. Ideas would be welcome.

The meeting was informed by the Operations Manager that there was a sizeable sum budgeted for assistance at the Winnipeg convention. Mr. Sal Farrauto (Sales Manager) was the co-chairman of the Greater Hamilton committee, and basically, everything at the 1990 convention would be free - sponsored by various organizations, yet to be decided, but they will include the City of Hamilton, HECFI, and possibly the downtown hotels. The only expense to delegates is hoped to be the travelling and meeting expenses. We have bought our own booth at the Winnipeg convention and the Region has theirs. The reason for this is in order to get more people there boosting Hamilton, as only two persons per booth are allowed. We have also acquired a prime location. There would be a total of 600 delegates, and Mr. Farrauto and Mrs. Karen Dowhan would be there on behalf of the Convention Centre and Hamilton and would take advantage of the opportunity.

Motion to move In Camera

10. Motion to Move In Camera

It was MOVED by Mr. Tidball, seconded by Mrs. Dow -

THAT THE IN CAMERA SESSION BE CONVENED

MOTION CARRIED

Motions Carried In Camera

11. Motions carried In Camera

THAT THE MATTER OF A REPORT BY THE OPERATIONS MANAGER AND THE SALES MANAGER REGARDING THE MARKETING THE CONVENTION CENTRE UNDER THE NEW MARKETING DIRECTOR BE INCLUDED IN THE AGENDA FOR THE NEXT IN CAMERA SESSION

Secretary

THAT THE SALES REPORTS FOR MARCH 1989 BE APPROVED FOR TRANSMITTAL TO THE BOARD OF DIRECTORS

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE THREE-MONTH PERIOD TO MARCH 31, 1989 AND THE IN-CAMERA REPORT OF THE DIRECTOR ON THE STATUS OF FINANCIAL REPORTING FOR 1989 BE APPROVED AND RECEIVED FOR INFORMATION

THAT THE MONTHLY OVERVIEW FOR MARCH 1989, AND THE CANCELLATION/LOST BUSINESS REPORT FOR MARCH 1989 (SALES DEPARTMENT) AND THE MONTHLY EVENT REVENUE REPORT OF THE FINANCE/ADMINISTRATION DIVISION TO MARCH 31, 1989 BE APPROVED AND RECEIVED FOR INFORMATION

Date of next Meeting

12. Date of Next Meeting

It was agreed that the next meeting would take place on Friday, May 26, 1989 at 0800 hours.

Adjournment

13. Motion to Adjourn

It was agreed by the remaining member and the Chairman

THAT THE MEETING BE ADJOURNED AT 0930 HOURS

MOTION CARRIED

Taken as read and approved,

B. Goddard

B. Goddard
Secretary

Norman Levitt, Chairman
Hamilton Convention Centre Committee

5.4 Hamilton Place Theatre Committee Fifth Report

HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416/525-3100

May 29, 1989

REPORT TO THE HECFI BOARD OF DIRECTORS
FROM THE HAMILTON PLACE COMMITTEE MEETING
OF MAY 25, 1989

The Hamilton Place Committee presents its FIFTH report for 1989 and submits the following items for information:

1. Director, Hamilton Place - Report

   Mr. Burrows indicated that his main concern at this time was the selling of the five major shows over the next several months. There is a lot of interest in the community in them but this is not yet reflected at the box office. THE ODD COUPLE has sold 3,500 tickets but needs to sell 8,000 to break even. The other shows have more lead time for selling purposes. Mr. Burrows and Mary Webb are investigating a proposal that would have inserts placed in some of the Toronto papers rather than advertising. Mrs. Dow recommended that flyers on shows be handed out at other events in the Great Hall. Alderman Merling offered to distribute a quantity of material at the airport.

2. Marketing Services Report for May 1989

   The Marketing Services Report for May 1989 was received for information.

3. Assistant Director, Hamilton Place - Report

   The report of the Assistant Director of Hamilton Place was received for information.

4. Other Business

   Mr. Burrows stated that a full updated report on outstanding tenants' accounts would be made available to the next Executive Committee meeting.

_____

Alderman W. McCulloch, Chairman

_____

R. Ellison, Acting Secretary

M E M O R A N D U M

May 19, 1989

TO: Tom Burrows

FROM: Robert Ellison

SUBJECT: Assistant Director's Report #1

1. AUDIENCE DEVELOPMENT - SCHOOL PROGRAMMING

Performances for students will be over for the first half of 1989 on Friday, May 26th. 9,537 students and teachers will have seen forty-eight performances of nine productions including magic, French and English theatre, puppets, music, storytelling and choral music presented by the Hamilton Children's Choir. Programming for the balance of the year is well under way with an excellent lineup of companies to be offered to schools.

2. BANNER REPLACEMENT

Preparing the tender specification for the replacement of the Great Hall banners is now under way. A Tender Call is expected to be made by the end of this month.

This project was previously approved for funding from the Reserve fund in the amount of $120,000. The cost of engaging Trevor Garwood-Jones to supervise this work increases this amount to $130,000.

Attachment 5.4.1

5.4.1 Hamilton Place Theatre Committee Minutes of April 27, 1989

HAMILTON PLACE COMMITTEE
APRIL 27, 1989

REGULAR SESSION

PRESENT: Mr. W. Tidball, Acting Chairman
Alderman T. Jackson
Mrs. M. Dow
Mr. F. DeNardis
Alderman W. McCulloch
Alderman H. Merling

ALSO PRESENT: Mr. J. Leuser
Mr. T. Burrows
Mr. R. Ellison
Mrs. M. Taylor

REGRETS: Alderman J. Gallagher

1. **CHAIRMAN'S REMARKS**

Mr. Tidball called the meeting to order at 9:16 a.m.

1.1 **REPORT OF THE IN CAMERA MEETING**

- THAT THE IN CAMERA SESSION OF THE HAMILTON PLACE COMMITTEE BE CONVENED AT 8:16 A.M.

- THAT THE IN CAMERA MINUTES OF MARCH 30, 1989 BE APPROVED AS CIRCULATED.

- THAT THE STATUS REPORT ON ADVANCE BOOKINGS/CONTRACTS BE RECEIVED FOR INFORMATION.

- THAT THE HAMILTON PLACE FINANCIAL & STATISTICAL REPORT FOR MARCH 1989 BE RECEIVED FOR INFORMATION.

- THAT THE REPORT OF THE DIRECTOR OF FINANCE & ADMINISTRATION BE RECEIVED FOR INFORMATION.

- THAT THE REPORT ON IATSE CONTRACT NEGOTIATIONS BE RECEIVED FOR INFORMATION.

- THAT MR. ELLISON SHOULD MEET WITH BURTON KRAMER AND ASK HIM TO FORMULATE A DESIGN ADAPTATION FOR THE THEATRE MARQUEE WHICH LIES SOMEWHERE BETWEEN THE TWO ALTERNATIVES ALREADY PRESENTED, PREFERABLY BY THE NEXT COMMITTEE MEETING.

- THAT THE REPORT OF THE ASSISTANT DIRECTOR OF HAMILTON PLACE BE RECEIVED FOR INFORMATION.

- THAT THE REPORT ON HAMILTON PLACE REQUIREMENTS REGARDING THE NEW DIRECTOR OF MARKETING & PROMOTION BE RECEIVED FOR INFORMATION.

- THAT THE IN CAMERA SESSION OF THE HAMILTON PLACE COMMITTEE BE ADJOURNED AT 9:15 A.M.

2. **MINUTES OF MARCH 30, 1989**

MOVED by Mr. DeNardis, seconded by Alderman McCulloch

THAT THE MINUTES OF MARCH 30, 1989 BE APPROVED AS CIRCULATED.

MOTION CARRIED.

3. **BUSINESS ARISING FROM THE MINUTES**

Nil.

4. **DIRECTOR, HAMILTON PLACE - REPORT**

Mr. Burrows had nothing to add to the material already presented in the In Camera session.

5. **MARKETING SERVICES REPORT FOR APRIL 1989**

MOVED by Mrs. Dow, seconded by Alderman Merling

THAT THE MARKETING SERVICES REPORT FOR APRIL 1989 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. **ASSISTANT DIRECTOR, HAMILTON PLACE - REPORT**

MOVED by Alderman McCulloch, seconded by Alderman Merling

THAT THE REPORT OF THE ASSISTANT DIRECTOR OF HAMILTON PLACE BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

7. **NEW BUSINESS**

MOVED by Alderman Merling, seconded by Mrs. Dow

THAT MANAGEMENT BE INSTRUCTED TO ENFORCE THE NO PARKING/ NO STOPPING AREA IN FRONT OF THE STUDIO THEATRE VIA A MEMO TO ALL HAMILTON PLACE TENANTS AND STAFF.

MOTION CARRIED.

8. **OTHER BUSINESS**

Nil.

9. **DATE OF NEXT MEETING**

The next meeting of the Hamilton Place Committee will take place on Thursday, May 25 at 8:00 a.m. in the Hamilton Place Board Room.

10. **ADJOURNMENT**

MOVED by Alderman Jackson, seconded by Mr. DeNardis

THAT THE REGULAR SESSIOIN OF THE HAMILTON PLACE COMMITTEE BE ADJOURNED AT 9:30 A.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED.

_____

W. Tidball, Acting Chairman

_____

Marsha Taylor, Secretary

Attachment 6.1

6.1 Donated Wine : Canadian Association of Municipal Administrators Annual Conference June 28 to July 1, 1989 : Hamilton Convention Centre

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MEMO TO: **HECFI BOARD OF DIRECTORS**

FROM: Patricia Bennett
Secretary to the Board of Directors

DATE: June 13, 1989

SUBJECT: **DONATED WINE : CANADIAN ASSOCIATION OF MUNICIPAL ADMINISTRATORS ANNUAL CONFERENCE**

RECOMMENDATION:

THAT DONATED WINE BE PERMITTED AT THE CLOSING BANQUET OF THE CANADIAN ASSOCIATION OF MUNICIPAL ADMINISTRATORS ANNUAL CONFERENCE TO BE HELD JULY 1, 1989 AT THE HAMILTON CONVENTION CENTRE.

BACKGROUND:

- The attached correspondence from the Conference Coordinator was not received in time to be addressed by the Hamilton Convention Centre Committee.

Respectfully submitted,

Patricia Bennett

Enclosure

ACAMA CAMA

ASSOCIATION CANADIENNE DES ADMINISTRATEURS MUNICIPAUX

CANADIAN ASSOCIATION OF MUNICIPAL ADMINISTRATORS

CONFERENCE
June 28, July 01, 1989
Hamilton, Ontario

"Partners in Municipal Leadership"

May 8, 1989

Alderman J. Gallagher
Chairman of HECFI

Canadian Association of Municipal Administrators Annual Conference June 28 to July 1, 1989

The City of Hamilton is hosting the 17th Annual Canadian Association of Municipal Administrators (CAMA) Conference in Hamilton, Ontario, June 28 to July 1, 1989. During this conference we will be using the Convention Centre for a trade show as well as the closing banquet.

In order to keep the City of Hamilton costs to a miniumum we are requesting that the CAMA conference committee be granted permission to provide donated wine at the closing banquet July 1, 1989.

Your favourable consideration of this request will be greatly appreciated and should you have any questions or concerns please contact the writer at 526-2747 or c/o City Clerk's Department, City Hall.

Yours truly,

Bob Prowse
Co-ordinator, CAMA Conference

BP/md

cc: Mr. L. Sage, C.A.O.
City of Hamilton

CONFERENCE CHAIRMAN

Lou Sage
City of Hamilton

COMMITTEE MEMBERS

Michael Boggs
Region of Niagara

Mac Carson
Region of Hamilton-Wentworth

W. Michael Fenn
City of Burlington

John E. Fleming
Region of Halton

John Kentner
City of Guelph

Tom McKay
City of Kitchener

Bob Morrow
Town of Ancaster

Ray Waters
City of Stoney Creek

CAMA
Conference Headquarters
' Hall
Main Street West
Hamilton, Ontario
Canada L8N 3T4
(416) 526-2747
(416) 526-2673 - Fax
Attention: Robert C. Prowse,
Conference Coordinator

CA4 ON HBL V89
A35
1989

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Friday, July 21, 1989
8:00 A.M.
Hamilton Convention Centre
Room 314

URBAN MUNICIPAL
AUG 22 1989
GOVERNMENT DOCUMENTS

REGULAR AGENDA

1. **Chairman's Remarks**

2. **Correspondence** — Attachment 2

   2.1 Correspondence dated July 13, 1989 from the President of United Way in respect of the donation made by HECFI in memory of Mr. J. Jaggard.
   2.2 Thank-You Note from Mrs. Jaggard & Family
   2.3 Thank-You Note from Mr. W. McFarland

3. **Minutes of June 16, 1989** — Attachment 3

   3.1 Errors or Omissions
   3.2 Motion to Approve

4. **Business Arising From the Minutes**

5. **Committee Reports/Minutes**

5.1	Executive Committee Seventh Report	Attachment 5.1
5.1.1	Executive Committee Minutes of June 7, 1989	Attachment 5.1.1
5.2	Copps Coliseum Committee Sixth Report	Attachment 5.2
5.2.1	Copps Coliseum Committee Minutes of May 24, 1989	Attachment 5.2.1

5.3	Hamilton Convention Centre Committee Sixth Report	Attachment 5.3
5.3.1	Hamilton Convention Centre Committee Minutes of May 26, 1989	Attachment 5.3.1
5.4	Hamilton Place Theatre Committee Sixth Report	Attachment 5.4
5.4.1	Hamilton Place Theatre Committee Minutes of May 25, 1989	Attachment 5.4.1

6. **New Business**

6.1	1990 Memorial Cup	Attachment 6.1

7. **Other Business**

8. **Date of Next Meeting:**

Friday, August 18, 1989
Hamilton Convention Centre
Albion C

9. **Adjournment**

Patricia Bennett
Secretary to the Board of Directors
July 17, 1989

Attachment 2

URBAN MUNICIPAL
AUG 22 1989
GOVERNMENT DOCUMENTS

2. **Correspondence**

2.1 Correspondence dated July 13, 1989 from the President of United Way in respect of the donation mady by HECFI in memory of Mr. J. Jaggard.

2.2 Thank-You Note from Mrs. Jaggard & Family

2.3 Thank-You Note from Mr. W. McFarland

United Way
of BURLINGTON
HAMILTON WENTWORTH

177 Rebecca Street
Hamilton, Ontario L8R 1B9
(416) 527-4543

July 13, 1989

Ms. Patricia Bennett
Executive Secretary
Hamilton Entertainment & Convention
Facilities Inc.
101 York Boulevard
Hamilton, Ontario
L8R 3L4

Dear Ms. Bennett:

Please accept our deepest sympathy in the recent loss of Mr. J. C. Jaggard.

We would like to acknowledge and to thank you for the contribution to the United Way of Burlington, Hamilton-Wentworth in his memory.

May it be of some comfort to know that this gift will help the blind become self-reliant useful members of society, make home nursing care available for the sick, provide life giving blood transfusions, give treatment and new hope to those who are physically and mentally handicapped, assist bewildered and confused young people through character building and leadership development programs and bring companionship and peace of mind to the lonely and elderly.

Sincerely,

John Buschhausen,
President

JB:jh
Encl.

A friendly smile,
a casual touch,
These are the things
that mean so much.
To know you are with us
in our time of sorrow,
Sharing our prayers,
today and tomorrow,
God gives us comfort
in the form of good friends,
May His peace be with you,
His love never ends.

Irene Taggard

By Judy Dimbleby
© MESSENGER

Family

Your thoughtfulness
is appreciated,
your kindness will
be remembered.

The floral
arrangement
was lovely they
brightened my day
Thanks
Webb M. Garland

3. **Minutes of June 16, 1989**

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, June 16, 1989
8:00 A.M.
HAMILTON CONVENTION CENTRE
Room 314

REGULAR MINUTES

PRESENT:	Alderman J. Gallagher, Chairman Mr. W. McFarland, First Vice-Chairman Alderman D. Agostino, Second Vice-Chairman Mayor R. Morrow Alderman T. Murray Alderman W. McCulloch Alderman H. Merling Alderman T. Jackson Alderman D. Drury Mr. N. Levitt Mrs. M. Dow Mr. F. DeNardis Mr. W. Tidball Mr. P. Cowell
ALSO PRESENT:	Mr. J. Leuser Mr. J. Crane Mr. T. Burrows Mr. S. Dockman
GUESTS:	Mr. Lou Sage Mrs. Doreen Jones Mr. J. Johnson Mr. B. Kramer
MEDIA:	Mr. M. Murphy, C.H.C.H. T.V. Ms. B. Brown, The Spectator Ms. R. Foley, C.K.O.C.
REGRETS:	Mr. T. Casey Mr. G. Kwiatowski Ms. A. VanDuzer

The Regular Session convened at 10:45 a.m.

1. Chairman's Remarks

Alderman Gallagher, Chairman of the Board, and Alderman W. McCulloch, Chairman of the Hamilton Place Committee advised that Item No. 1 of the Executive Committee Report and Item No. 1 of the Hamilton Place Committee In-Camera Report, Theatre Marquee would be discussed in Regular Session and that design consultant, Mr. Burton Kramer, was in attendance to respond to any questions by Board Members.

Hamilton Place Theatre Marquee

Alderman McCulloch advised that the most recent design concept proposed by Mr. Kramer has been unanimously approved by the Hamilton Place Committee and the Executive Committee and recommended its approval by the full Board of Directors.

The Director of Hamilton Place Theatre, Mr. T. Burrows, advised that funding for the proposed marquee is available in the Hamilton Place Ticket Surcharge Reserve Account.

Mr. Kramer advised that, provided there are no delays insofar as the tendering process is concerned, the marquee could be installed in time for Christmas, 1989. Mr. Kramer assured Board Members that the marquee would be clearly visible from Main and Bay Streets.

Following a brief question and answer period it was

MOVED by Alderman McCulloch, seconded by Alderman Murray that

THE THIRD DESIGN CONCEPT PRESENTED BY MR. BURTON KRAMER FOR THE HAMILTON PLACE THEATRE MARQUEE BE APPROVED AND FORWARDED TO THE CITY'S COORDINATING COMMITTEE FOR APPROVAL.

MOTION CARRIED. Mayor Morrow opposed the motion.

In-Camera Session

MOVED by Mr. McFarland, seconded by Alderman Murray that

THE MEETING RETURN TO THE IN-CAMERA SESSION.

MOTION CARRIED.

Regular Session

The Regular Session reconvened at 11:20 a.m.

2. Correspondence

MOVED by Mr. Cowell, seconded by Mrs. Dow that

THE CORRESPONDENCE DATED MAY 10, 1989 TO HIS WORSHIP MAYOR ROBERT MORROW IN RESPECT OF THE ROTARIANS' CONFERENCE BE RECEIVED.

MOTION CARRIED.

3. Minutes of May 19, 1989

MOVED by Mr. Cowell, seconded by Alderman Murray that

THE MINUTES OF THE MAY 19, 1989 REGULAR SESSION BE APPROVED.

MOTION CARRIED.

4. Business Arising From the Minutes

4.1 Illegal Parking : Hamilton Place \ Summers Lane

The June 2, 1989 correspondence from Mr. Murray Main, Director of Traffic Services, was reviewed by the Board. Several Board Members expressed concern that illegal parking continues to be a problem, and as well, disagreed that additional signage is not necessary. It was

MOVED by Alderman Murray, seconded by Alderman Merling that

THE DIRECTOR OF TRAFFIC SERVICES BE REQUESTED TO ENSURE THAT STRICT ENFORCEMENT OF THE PARKING REGULATIONS AT SUMMERS LANE AND HAMILTON PLACE THEATRE BE CARRIED OUT; and

THAT INSTALLATION OF ADDITIONAL SIGNAGE BE RECONSIDERED TO INCREASE PUBLIC AWARENESS OF PARKING RESTRICTIONS IN THE AFOREMENTIONED AREAS.

MOTION CARRIED.

During discussion the issue was raised of the trailer sign which is generally located outside the Hamilton Convention Centre at Summers Lane. The Manager of Operations for the Hamilton Convention Centre explained that management has routinely authorized its location at the Convention Centre and that it is used to advertise events. It was

MOVED by Alderman McCulloch, seconded by Alderman Murray that

THE HAMILTON CONVENTION CENTRE COMMITTEE REVIEW THE USE AND LOCATION OF THE TRAILER SIGN LOCATED AT THE SUMMERS LANE ENTRANCE OF THE CONVENTION CENTRE.

MOTION CARRIED.

5. Committee Reports/Minutes

5.1 Executive Committee Sixth Report

MOVED by Mr. McFarland, seconded by Mr. Levitt that

THE EXECUTIVE COMMITTEE SIXTH REPORT BE APPROVED.

MOTION CARRIED.

The following items were received for information:

(i) Marketing Services Report;
(ii) TicketMaster Software Improvement information;
(iii) Committee Reports for Copps Coliseum; Hamilton Place Theatre; and Hamilton Convention Centre.

5.1.1 Executive Committee Minutes of May 10, 1989

MOVED by Mr. McFarland, seconded by Mr. Cowell that

THE EXECUTIVE COMMITTEE MINUTES OF MAY 10, 1989 BE RECEIVED.

MOTION CARRIED.

5.2 Copps Coliseum Committee Fifth Report

MOVED By Alderman Murray, seconded by Mr. Cowell that

THE COPPS COLISEUM COMMITTEE FIFTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

THAT THE PURCHASE BY COPPS COLISEUM OF TWO PAIR OF 1989 SEASON TICKETS FOR THE HAMILTON TIGER-CATS AT A COST OF $800. TO BE USED FOR PUBLIC RELATIONS PURPOSES BE APPROVED.

MOTION CARRIED.

The following items were received for information:

(i) Status Report on Confirmed Events/Performances at Copps Coliseum-May 1989 to August 1989;
(ii) Marketing Services Report;
(iii) Client Evaluations, Correspondence and Comment Cards; Staff was instructed to invite representatives of Volume Food Services to the next Committee meeting to discuss repeated complaints concerning cold food;
(iv) Staff was directed to arrange for the Hamilton Room to be made available as a hospitality suite during the Julio Iglesias Concert, June 3, 1989 for HECFI Board Members and their guests; (It should be noted that subsequent to the Copps Coliseum Committee meeting the production company advised that there would be no intermission and arrangements for use of the Hamilton Room was cancelled)
(v) The feasibility of Copps Coliseum security and ushering personnel working at Ivor Wynne Stadium is being investigated.

5.2.1 Copps Coliseum Committee Minutes of April 26, 1989

MOVED by Alderman Murray, seconded by Mr. Tidball that

THE COPPS COLISEUM COMMITTEE MINUTES OF APRIL 26, 1989 BE RECEIVED.

MOTION CARRIED.

5.3 Hamilton Convention Centre Committee Fifth Report

MOVED by Mr. Levitt, seconded by Mrs. Dow that

THE HAMILTON CONVENTION CENTRE COMMITTEE FIFTH REPORT BE APPROVED.

MOTION CARRIED.

The following items were received for information:

(i) Report of the Operations Manager for April 1989;
(ii) Correspondence;
(iii) Client Evaluations;
(iv) Marketing Services Report.

5.3.1 Hamilton Convention Centre Committee Minutes of April 28, 1989

MOVED by Mr. DeNardis, seconded by Mr. Tidball that

THE HAMILTON CONVENTION CENTRE COMMITTEE MINUTES OF APRIL 28, 1989 BE RECEIVED.

MOTION CARRIED.

5.4 Hamilton Place Theatre Committee Fifth Report

MOVED by Alderman McCulloch, seconded by Alderman Merling that

THE HAMILTON PLACE COMMITTEE FIFTH REPORT BE APPROVED.

MOTION CARRIED.

The following items were received for information:

(i) Report from the Director;
(ii) Marketing Services Report;
(iii) Report from Assistant Director;
(iv) The Director reported that a current report concerning tenants' accounts receivables would be presented to the next Committee meeting.

5.4.1 Hamilton Place Theatre Committee Minutes of April 27, 1989

MOVED by Mr. DeNardis, seconded by Alderman McCulloch that

THE HAMILTON PLACE THEATRE COMMITTEE MINUTES OF APRIL 27, 1989 BE RECEIVED.

MOTION CARRIED.

6. New Business

6.1 Donated Wine : Canadian Association of Municipal Administrators Annual Conference June 28 to July 1, 1989 : HCC

Correspondence from Mr. R. Prowse, Conference Coordinator of the Canadian Association of Municipal Administrators requesting permission to provide donated wine at the closing banquet July 1, 1989 was received. It was

MOVED by Mayor Morrow, seconded by Mr. McFarland that

THE ORGANIZERS OF THE CANADIAN ASSOCIATION OF MUNICIPAL ADMINISTRATORS CONFERENCE BE GRANTED PERMISSION TO PROVIDE TWO BOTTLES PER TABLE OF DONATED WINE AT THE CLOSING BANQUET JULY 1, 1989.

MOTION CARRIED.

7. Other Business

8. In-Camera Motions

9. Date of Next Meeting

Friday, July 21, 1989
Hamilton Convention Centre
Room 314

10. Adjournment

MOVED by Mr. DeNardis, seconded by Mr. Cowell that

THE MEETING ADJOURN AT 11:30 A.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

Alderman J. Gallagher, Chairman

Patricia Bennett, Secretary

5.1 **Executive Committee Seventh Report**

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

REPORT OF THE HECFI BOARD OF DIRECTORS OF THE HECFI EXECUTIVE COMMITTEE MEETING OF JULY 12, 1989

The HECFI Executive Committee presents its **SEVENTH** Report and respectfully recommends:

1. **Copps Coliseum - Damage to Forklift and Claim on Self Insurance Fund**

   That the documentation as submitted by the Director of Copps Coliseum dated June 15, 1989 be received.

   Note: Following a review by the Executive Committee it was agreed that this item be forwarded to the HECFI Board as a recommendation to receive the documentation as information. Background information is attached as **Schedule "A"**.

2. **Method of Financing - CUP - Feasibility Study for Chilled Water Thermal Storage Retrofit; Appointment of Engineering Consultant**

   That the cost not to exceed $10,000 to conduct a feasibility study with respect to chilled water thermal storage retrofit for the Central Utilities Plant be financed from C.U.P. operating account number CH 55235 46001, Energy Management/Improvements.

   Note: HECFI will make application to the Feasibility Assistance Plan offered by Ontario Hydro for funding of 50 per cent of the cost of the aforementioned feasibility study. Background information is attached as **Schedule "B"**.

3. **Method of Financing - Replacement of Audio Speakers in Wentworth Exhibition Hall, Hamilton Convention Centre**

   That the cost of $37,573.20 to replace the audio speakers in Wentworth Exhibition Hall be financed from the capital fund account number CF 928941006 5333, Replace Audio Speakers in Wentworth Exhibition Hall.

   Note: Background information is attached as **Schedule "C"**.

4. Special Event Subsidy Fund Application - A Christmas Fantasy - Hamilton Convention Centre

That the request to subsidize a "A Christmas Fantasy" from the Special Event Subsidy Fund in an amount up to $5,500 be denied.

Note: The Executive Committee agreed that this event did not qualify under the guidelines for subsidization from the Special Event Subsidy Fund. Background information is attached as **Schedule "D"**.

The following are items for information only:

1. Marketing Services Report

Attached as **Schedule "E"**.

2. Special Events Subsidy Fund Application - United States Air Force Band - Hamilton Place

The Executive Committee questioned the event's eligibility for subsidization from the Special Events Subsidy Fund and directed that further review take place. Management will present a subsequent report to the next Executive Committee meeting which will include additional information regarding the sponsor of the event.

3. Correspondence

Attached as **Schedule "F"**.

4. Date of Next Meeting

The Committee Secretary was requested to conduct a review of Regional and City Committee dates and times and to recommend a date and time for the HECFI Executive Committee which will not be in conflict for any of its members.

5. Committee Reports

The following Committee reports were considered:

Copps Coliseum Committee Report.
Hamilton Place Committee Report.
Hamilton Convention Centre Committee Report.

RESPECTFULLY SUBMITTED

John Gallagher per H. Evans

ALDERMAN JOHN GALLAGHER, CHAIRMAN
HECFI EXECUTIVE COMMITTEE

H. Evans

Heidi Evans
Acting Committee Secretary

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

M E M O R A N D U M

FOR INFORMATION: XXXX

TO: Copps Coliseum Committee,
Attn: Ms. G. McCaffrey, Secretary

FROM: Mr. John T. Crane
Director, Copps Coliseum

DATE: 1989 June 15

SUBJECT: **COPPS COLISEUM - Damage to Forklift and Claim on Self Insurance Fund**

RECOMMENDATION:

For information purposes only. Please refer to attached correspondence.

References;

1) Memorandum dated 1989 June 14 from Mr. J. Leuser to Mr. E. A. Simpson

2) Memorandum dated 1989 June 5 from Mr. B. Calder to Mr. R. DiFilippo

3) Letter dated 1989 May 19 from Lansing Canada Inc. re: Accident Damage Inspection

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416 527-7900

MEMO TO: Mr. E. A. Simpson
City Clerk

DATE: June 14, 1989

FROM: John A. Leuser, C.A.
Director of Finance
and Administration

RE: Claim on Self Insurance Fund

On March 12,, 1989 one of the forklifts at Copps Coliseum was severely damaged in an accident. I enclose copies of a number of reports on this incident. I also attach a copy of an inspection report from Lansing Canada Inc. which details the extent of damage to the forklift and includes a repair estimate of $33,270. The cost of a new forklift is $28,259.

Copps Coliseum staff recommend that either a new or used forklift be purchased rather than attempting to repair the damaged unit. I would concur with this recommendation.

It is my belief that the Self-Insurance Fund would cover this item. Please confirm to me whether or not this is the case, and if applicable, any limit that would be imposed on the coverage. Since the Copps Coliseum staff are concerned about replacing the forklift by September 1, 1989, I would appreciate a reply as soon as possible.

I am sending a copy of this letter and attachments to Rose Salayko.

Should you have any questions please contact Rick DiFilippo or Brad Calder.

RD:jm
attach.
c.c. Rose Salayko, Manager of Administration,
Public Works Department
Rick DiFilippo, C.A., Comptroller, HECFI
Brad Calder, Manager of Plant & Building Operations, HECFI

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MEMORANDUM

To: Mr. R. DiFilippo, Comptroller, H.E.C.F.I.

From: Mr. B. Calder, Manager of Plant & Building Operations
Copps Coliseum

Date: 1989 June 5

Re: **COPPS COLISEUM - Damage to Forklift**

Further to our previous conversation with respect to the above referenced subject, I provide attached herewith copy of damage estimate prepared by Lansing Canada Inc. and dated 1989 May 19.

Please note that material cost itemized on page three of same i.e. Material (Starter, Bell Housing, etc.). $5,121.00 is not carried forward to page four. Hence the total recommended repair cost should be increased to $33,270.00 excluding applicable taxes as revised.

Since the repair cost exceeds that of purchasing a new unit, I am recommending that the forklift be written off as not repairable. In addition, I have been advised by Lansing Canada Inc. that the salvage value of the forklift is zero. They are not prepared to offer for sale parts from this machine to customers since the integrity of any salvaged part is questionable.

Accordingly, may I request that you contact Mr. E. A. Simpson, City Clerk, to determine the amount in which the City will contribute from the Reserve for Uninsured Losses towards the replacement of this equipment. Once an amount has been committed, I will endeavour to have this forklift replaced.

I thank you for your attention to this matter.

BNC/jc
Attachment

Brad Calder
Manager of Plant & Building Operations

cc: J. Crane, Director, Copps Coliseum

Lansing Canada Inc.

Fork Trucks - Reach Trucks - Pallet Trucks - Industrial Tractors

1250 STEELES AVE. BRAMALEA, ONT. L6T 1A1
TELEPHONE 458-5810, AREA CODE 416
CABLES: BAGNALLIC, TORONTO, ONTARIO
TELEX: BAGNALLIC, TORONTO, 069-758
U.S.A. TELEPHONE (716) 832-720

Our Ref: CH/mc/1478

May 19, 1989

Copps Coliseum
101 York Blvd.,
Hamilton, Ontario
L8R 3L4

Attention: Mr. B. Calder
Manager of Plant and Building Operations

Ref: Nissan CHF03A35V #000701
Accident Damage Inspection

Dear Sir,

In accordance with your original request and your subsequent visit to our Bramalea facility on 9 May 1989, we would confirm our findings regarding the damage to the above truck and offer our recommendations for its repair. The dismantling and inspection to this point in time has taken a total of 26 hours at $48.00 per hour.

CHASSIS

The chassis has been completely dismantled. We have found that the complete RIGHT side of the chassis has been pushed to the REAR approximately .625 of an inch. This has caused,-

A, The crossbrace, located at the centre/bottom of the chassis, to become distorted.

B, The main rear crossmember, nominally 1 inch thick, to become twisted, together with severe stress being placed on the associated gussets.

C, The steering axle crossmember, mounting bracket to become twisted.

The result is that the complete RIGHT side of the chassis, including the hydraulic tank, is also twisted outwards.

cont'd..2

When dismantling the truck, great difficulty was experienced in removing the mast and the drive axle, which indicates the amount of chassis distortion.

Remedy A It is possible that the chassis could be repaired but due to the unknown degree of stress that has been applied, we are not able to offer a 100 percent guarantee that such a repair would be successful

Estimated Material	$ 150.00
Estimated Labour (minimum) 48 hours @ $48.00	$ 2,352.00

NOTE As stated above it is possible for the chassis to be repaired. We have subsequently been advised, by the manufacturer, that the detailed drawings and measurements necessary to carry out a successful repair to the chassis are not available. Such a repair is therefore not considered practical.

Remedy B We would strongly recommend that a new chassis be supplied.

Material	$ 8,588.00
Estimated Labour - None	

MAST ASSEMBLY

The mast assembly has not been dismantled at this time, but a visual inspection indicates a badly bent fork carriage which can be straightened.

It is recommended that, with your approval the mast be dismantled and the units be checked for distortion and for cracks. The fork carriage would be straightened and new mast/carriage bearings/rollers be fitted if required and new seals fitted to the lift cylinder.

Remedy C Straighten fork carriage only.

Material - None	
Estimated Labour 10 hours @ $48.00	$ 480.00

Remedy D To dismantle, inspect for distortion, repair as required with new bearings and seals.

Estimated Material - subject to revision	$ 2,845.00
Estimated Labour 24 hours @ $48.00	$ 1,176.00

ENGINE ASSY.

There is a considerable amount of damage to this assembly.

A, The engine mounting brackets are bent.

cont'd..3

ENGINE ASSY. cont'd.

B, An engine block mount casting, stator housing, water thermostat housing, fan mounting bracket and fan are all broken.

C, There are indications that the engine crankshaft has been pushed out of alignment. This may indicate a broken crankshaft.

D, All, but one, of the bolts securing the torque converter to the fly wheel had been pulled out.

Due to the extent of the damage, the engine block, torque converter housing, bell housing, flywheel and starter motor are no longer serviceable.

There are two practical remedies:-

Remedy E. Recommended — To supply a "Bare Engine" assembly, which includes the cylinder head and block, oil pan, front timing cover and all internal working parts.

We would salvage all serviceable external parts such as manifolds, etc.

Material (Bare Engine with 90 day Warranty)	$ 13,232.00
Material (Starter, Bell Housing, etc.)	$ 5,121.00
Estimated Labour 12 hours @ $48.00	$ 588.00

* Note: This cost carried on page 4 —B1

Remedy F — To supply a "Short Engine" assembly, which includes the block, pistons, crankshaft and timing gears.

We would salvage all serviceable internal and external parts and assemble to return to an operational unit, provided that no further damages to these parts was found.

Material (Short Engine with 90 day Warranty)	$ 4,210.00
Material (Starter, Bell Housing, etc.)	$ 5,290.00
Estimated Labour 40 hours @ $48.00 per Hr.	$ 1,980.00

It is therefore possible to summarize our recommended repair as follows.

CHASSIS - Remedy B	Material	$ 6,588.00	
	Labour	NIL	
	Sub Total	$ 6,588.00	$ 6,588.00

cont'd..4

MAST - Remedy D	Material		$ 2,845.00	
	Est. Labour 24 hours @ $49.00		$ 1,176.00	
	Sub Total		$ 3,821.00	$ 3,821.00
ENGINE - Remedy E	Material		$ 13,232.00	
	Est. Labour 12 hours @ $49.00		$ 588.00	#13,941 ≈
	Sub Total		$ 13,820.00	$ ~~13,820.00~~
Add Total truck assembly hours-30 hours @ $49.00			+ 5,121 ≈	$ 1,470.00
Total Recommended Repair Sub Total			#13,941 ≈	$ ~~25,800.00~~
				#30,920 ≈
Plus Labour for inspection to date 28 hours @ $49.00				$ 1,274.00
Plus Painting and Final Test 24 hours @ $49.00				$ ~~1,176.00~~
Total Recommended Repair Cost				$ ~~28,149.00~~
				#33,270 ≈

As was discussed at the time of your visit, we have been unable to ascertain that damage may have occurred to the transmission and drive axle assembly, and only when the unit is re-assembled and tested will we find this out. It is believed however that no damage was done to this assembly.

It should be appreciated however that this truck has suffered severe accidental damage and the repair cost reflects this fact. You may wish to consider scrapping this vehicle and purchasing a new unit at a list price of $ 28,259.00.

In conclusion the following will apply.

a) The aforementioned work is to be carried out in our service workshop.

b) Federal and Provincial Sales Tax will be extra as applicable.

c) Transportation costs would be extra as applicable.

d) All parts fitted and repairs carried out would be covered by a ninety day Warranty.

e) The prices quoted herein are firm for thirty days.

f) Cost of the estimate will be included if these repairs are authorized within 30 days.

g) Rental truck charges are extra but are subject to a 15% discount while your truck is out of service.

cont'd..5

We trust the foregoing is to your satisfaction, and look forward to receiving your approval in order that we may commence work on your truck. Should you wish to review the alternative to suite your budget and repair the truck to a lesser degree than recommended for good and safe operating condition, please do not hesitate to contact the writer for a requote.

Yours sincerely,

Chris Hickman
Workshop Supervisor

cc: J. L. Wharton - Lansing Canada Inc.,
D. C. Mathews - " " "

E. & O.E.

Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule "B"

FROM John A. Leuser, Director of Finance and Administration
Name & Title

DATE June 30, 1989

FOR ACTION [XXX] FOR INFORMATION [ ] File No. _____

TO: BOARD [ ] (OR) HECFI Executive Committee [XXX]

SUBJECT

Method of Financing - Feasibility Study for Chilled Water Thermal Storage Retrofit, Central Utilities Plant

RECOMMENDATION

That the cost not to exceed $10,000 to conduct a feasibility study with respect to chilled water thermal storage retrofit for the Central Utilities Plant be financed from C.U.P. operating account number CH 55235 46001, Energy Management/Improvements.

Note: HECFI will make application to the Feasibility Assistance Plan offered by Ontario Hydro for funding of 50 per cent of the cost of the aforementioned feasibility study.

BACKGROUND

The Copps Coliseum Committee, at its meeting of June 28, 1989, approved proceeding with the feasibility study and requested that the HECFI Executive Committee recommend the method of financing.

John A. Leuser

John A. Leuser, C.A.
Director of Finance
and Administration

JAL:jm

Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule "C"

FROM John A. Leuser, Director of Finance and Administration
Name & Title

DATE June 30, 1989

FOR ACTION [XXX] FOR INFORMATION [ ] File No. _____

TO: BOARD [ ] (OR) HECFI Executive Committee [XXX]

SUBJECT

Method of Financing - Replacement of Audio Speakers in Wentworth Exhibition Hall, Hamilton Convention Centre

RECOMMENDATION

That the cost of $37,573.20 to replace the audio speakers in Wentworth Exhibition Hall be financed from the capital fund account number CF 928941006 5333, Replace Audio Speakers in Wentworth Exhibition Hall.

BACKGROUND

The Hamilton Convention Centre Committee, at its meeting of June 23, 1989, approved awarding a tender in the amount of $37,573.20 to replace the audio speakers in Wentworth Exhibition Hall.

John A. Leuser

John A. Leuser, C.A.
Director of Finance
and Administration

JAL:jm

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416 527-7900

HECFI

SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

IMPORTANT NOTICE

- All requests for subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND **must** be approved/rejected by the HECFI Executive Committee and the HECFI Board of Directors prior to the event actually taking place.

- The person(s)/organization requesting subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND should be advised that their request will not be considered if similar requests are being made or may be made to the Regional Municipality of Hamilton-Wentworth and/or to The Corporation of The City of Hamilton.

Revised August, 1988 and Replaces May, 1988

"A Christmas Fantasy" - 1989

Hamilton Entertainment and Convention Facilities Inc manages and operates The Hamilton Convention Centre, Hamilton Place Theatre and Copps Coliseum on behalf of The Corporation of The City of Hamilton

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HECFI SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

1. **EVENT NAME:** A Christmas Fantasy

2. **EVENT DATE(S):** November 30, to December 3, 1989

3. **FACILITY(IES):** Convention Centre

4. **HECFI MANAGEMENT RECOMMENDATION:**

Considering that the Christmas Fantasy is an annual community fund-raising event, it does not actually qualify for an Event Subsidy. We suggested that an application be made to the City of Hamilton for a City Grant, which was done. However, the application was unsuccessful as the cut-off date for grant applications was March 10, 1989.

The Hamilton Civic Hospitals Foundation are therefore seeking a grant through the HECFI Special Events Subsidy fund. Since they were unable to secure a grant through the normal channels, the Committee may wish to consider a grant subsidy for this year only perhaps, in the amount of $5,500, which would be 50% of the $11,000 requested in their letter of application.

....Page 2 of 11

4. HECFI MANAGEMENT RECOMMENDATION (Cont'd):

5. **FOR WHAT REASON(S) DOES HECFI MANAGEMENT FEEL THAT ITS FACILITY BUDGET MERITS FINANCIAL ASSISTANCE FOR THIS EVENT? INDICATE WHAT REVENUE HECFI WILL RECEIVE FROM THIS EVENT AND WHY IT IS INSUFFICIENT?**

The total revenue for this event in 1988 was $20,689.20, which included $12,100.00 rental for the Wentworth Exhibition Hall and $4,626.00 for the Gala Night Reception, as well as coffee service and incidental charges.

6. **HECFI EXECUTIVE COMMITTEE RECOMMENDATION:**

Date:_____,19__

7. **HECFI BOARD OF DIRECTORS RECOMMENDATION:**

Date:_____,19__

8. **PERSON(S)/ORGANIZATION REQUESTING SUBSIDIZATION:**

Hamilton Civic Hospitals Foundation
Full Legal Name Required of Person(s)/Organization(s)

Address: 237 Barton Street East

Hamilton, Ontario

L8L 2X2 — Postal Code
522-3863 — Telephone Number

Contact Person(s): Mr. Norman Preece, President

Mr. Michael Farrell, Executive Director

Ms. Cheryl Procyk, Co-ordinator

Postal Code — Telephone Number

9. **HAS A WRITTEN REQUEST/PROPOSAL BEEN RECEIVED?** **yes** XXX

*If YES it should be attached hereto.

10. **IF IT IS A PERSON(S) MAKING THE REQUEST, WHY IS IT FELT THAT SUBSIDIZATION IS JUSTIFIED?**

11. **IF IT IS AN ORGANIZATION MAKING THE REQUEST, ANSWER THE FOLLOWING:**

- IS THE ORGANIZATION PROFIT ORIENTED? ~~xxxx~~ no
- IS THE ORGANIZATION NON-PROFIT? yes ~~xx~~
- IS THE ORGANIZATION CHARITABLE? yes ~~xx~~

*IF YES WHAT IS CHARITABLE NUMBER - 0179978-19-14

12. **IF IT IS AN ORGANIZATION MAKING THE REQUEST, WHAT ARE THE GENERAL OBJECTS AND/OR PURPOSE OF THE ORGANIZATION:**

The Hamilton Civic Hospitals Foundation is sponsoring "A Christmas Fantasy" in an effort to raise funds to improve health care facilities at the Hamilton Civic Hospitals through specialized equipment purchases.

13. **LIST THE EXECUTIVE OFFICERS OF THE ORGANIZATION:**

Name	Address	Telephone
Norman Preece President	237 Barton Street East Hamilton, Ontario L8L 2X2	527-0271
Michael Farrell Executive Director		

14. **WHAT IS THE NATURE OF THE EVENT TO BE HELD?**

"A Christmas Fantasy" is a community holiday celebration and a fundraiser for the Hamilton Civic Hospitals. The event will feature a display of sixty professionally decorated Christmas Trees.

15. **HOW MANY PEOPLE WILL ATTEND THE EVENT?**

Projected attendance is 20,000.

HOW MANY PEOPLE ARE EXPECTED TO COME FROM OUTSIDE GREATER HAMILTON? Unknown at this time.

16. **WHAT IS THE EXPECTED BENEFIT FROM THE EVENT?**

It is a fundraising event for the Hamilton Civic Hospitals which generates approximately $20,000 in revenue for the Convention Centre.

As well, there is tremendous community support and involvement, which will ultimately ensure the success of the event and benefit the City of Hamilton accordingly.

17. **IS THIS EVENT, OR COULD THIS EVENT, BE AN ANNUAL EVENT IN THE HECFI FACILITY(IES)?**

Yes - it has been an ~~x~~No annual event since 1987.

IF YES, WILL SUBSIDIZATION BE REQUESTED IN FUTURE YEARS?

~~Yes~~ No - a City of Hamilton Grant will be sought in future years.

18. **IF THE APPLICATION FOR SUBSIDIZATION IS REJECTED, WOULD THIS EVENT BE HELD IN ANOTHER CITY?**

~~Yes~~ No

If YES, give explanation:

19. **WHAT IS THE ESTIMATED ACCOMMODATIONS, SPENDING AND INCREMENTAL REVENUE BENEFITS TO THE CITY OF HAMILTON?** (Based on current IACVB figures)

_____people x_____days x $_____+ =$_____

Not applicable.

20. **WHAT BENEFITS (financial, exposure, etc.) WILL BE GENERATED TO THE CITY OF HAMILTON AND THE HECFI FACILITIES BY THIS EVENT?**

Approximately $20,000 in revenue will be generated by this event for the Convention Centre.

21. **WHAT DEAL WOULD THE FACILITY(IES) NORMALLY BE PREPARED TO NEGOTIATE FOR THIS EVENT?**

As the Hamilton Civic Hospitals Foundation is a charitable organization, they receive the standard 20% discount on the rental.

22. **DOES THE SUBSIDIZATION REQUEST INCLUDE A PARKING FEE REDUCTION FOR VISITORS/DELEGATES?** ~~Yes~~ **No**

If "YES", what is the dollar amount? - $_____

23. **WHAT IS THE TOTAL AMOUNT OF SUBSIDY REQUEST IN DOLLARS?**
$ 11,000.00 .

24. **IF THE FULL SUBSIDIZATION REQUESTED WAS APPROVED, WHAT IS THE DIFFERENCE IN DOLLARS TO THE FACILITY(IES) IN LOST REVENUE? - $** nil

25. **WHAT IS THE MAXIMUM SUBSIDIZATION HECFI MANAGEMENT WOULD RECOMMEND, IF ANY?**

Considering this is a fundraising event, we are unable to make any recommendation.

26. **HAS A REQUEST(S) BEEN MADE TO THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH OR TO THE CORPORATION OF THE CITY OF HAMILTON FOR SUBSIDIZATION?**

Yes ~~No~~

To the City of Hamilton Grants Committee - unfortunately the application was too late.

27. **HECFI MANAGEMENT APPROVALS:**

Facility Director - A Dockman Date: June 28/89

Facility Director - _____ Date: _____

Facility Director - _____ Date: _____

Director of Finance & Administration - John C Leuser Date: June 29/89

Managing Director/ CEO _____ Date: _____

*Check ~~box~~ if support documentation attached - ✓

Revised August, 1988 and
Replaces May, 1988

May 26, 1989

Alderman John Gallagher
Chairman of the HECFI Board
Hamilton City Hall
71 Main Street West
Hamilton, Ontario. L8N 3T4

Dear Alderman Gallagher:

'A Christmas Fantasy' is quickly becoming a holiday festival for Hamilton and area residents, since the tree lights went on at the Hamilton Convention Centre, December 1987.

Each year 'A Christmas Fantasy' is brighter and more exciting than ever. The event now entering our third year is on the edge of success.

'A Christmas Fantasy' is a festival of trees designed as a fundraiser and Christmas festival sponsored by the Hamilton Civic Hospitals Foundation with proceeds directed to The Hamilton Civic Hospitals, Hamilton General and Henderson General Divisions. It is an event for the entire family that will benefit the whole community.

'A Christmas Fantasy' continues to grow and increase community support and if it follows established pattern as in other communities the event is destined to become a regional tourist attraction. Amid 60 shimmering trees sponsored by local businesses, decorated by artists, interior designers and florists. 20,000 visitors are treated to a feast of holiday lights and sounds.

The facility rental and catering costs for 'A Christmas Fantasy' at the Hamilton Convention Centre were $40,000 the first two years. The projected rental and catering costs for 1989 are $20,000.

Our projected expenses for the community festival days, December 1,2,3 are $58,500 with projected revenues of $25,500. The operating deficit for this portion of the event is $33,000.

The Tree auction and Gala Night, the fundraising portion of the event, held Thursday, November 30 has projected expenses of $26,000 and revenues of $68,000 with a net profit of $42,000. In 1989 we project an overall revenue of $9,500. These dollars will be directed to improve health care facilities at the Hamilton Civic Hospitals, Hamilton General and Henderson Divisions.

We have had preliminary meetings with HECFI staff members Mr. Steve Docman and Mr. Sal Farruto to discuss avenues for obtaining a special event subsidy grant for rental costs in 1989. They have been most helpful and supportive. A request was made to the City Grants Committee in 1989 through Mr. Kevin Beatty. The hospital Foundation was ineligible as the cut off date for allocation of grants was March 10, 1989. On September of 1989 we will apply for a city grant subsidy for 'A Christmas Fantasy' 1990.

We believe 'A Christmas Fantasy' can stand on its own. We just need some breathing space. A HECFI grant subsidy of $11,000 to cover rental costs for 1989 only, will help us successfully meet our fundraising goals and run a special holiday event for the whole community.

We are prepared to meet with you or your representatives at your convenience to explore grant opportunities for the Hamilton Convention Centre.

Attached is a fact sheet and projected budget for 'A Christmas Fantasy'.

We would welcome the opportunity to speak with you.

Thank you for you consideration.

Yours truly,

Norman Preece
President, Hamilton Civic Hospitals Foundation

CP/jb

1989 SPECIAL EVENT SUBSIDY GRANT REQUEST

FOR: The Hamilton Civic Hospitals Foundation
'A Christmas Fantasy' Festival of Trees
Community Festival Days, December 1,2,3

FROM: The Hamilton Entertainment Facilities and Conventions Incorporated

PURPOSE: To assist the Hamilton Civic Hospitals Foundation decrease the operating cost deficit for 'A Christmas Fantasy's' community Festival days, December 1,2,3, 1989

AMOUNT REQUESTED: $11,000 to cover the cost of facility rental at the Hamilton Convention Centre

'A CHRISTMAS FANTASY'

TWO MAJOR COMPONENTS:

This special event has two major componants:

1. Opening Night - November 30 - Gala Christmas Fantasy Party and Tree auction
   *this is a ticketed event open to the public.
   *tree auction is the major fundraising aspect of 'A Christmas Fantasy'.

2. Community display days, December 1,2,3
   ...Friday local school groups and bus tours visit the Fantasy displays
   ...Display days feature continuous live local entertainment, childrens activities and Christmas shopping

*All proceeds benefit the Hamilton Civic Hospitals, Hamilton General and Henderson General Divisions.

* The event is seeking underwriters for some of our printing cost and advertising.

'A CHRISTMAS FANTASY' Projected Budget 1989

COST CENTRE 'A' - Gala Night and auction, November 30

Expenses		Revenue	
Facility Rental	$2,500.	Tree Sponsorships	$42,000.
Catering	6,500.	Gala ticket sales	11,000.
Entertainment	2,000.	Silent tree auction	12,000.
Facility design and decoration	5,000.	Live auction items	3,000.
Advertising and promotion	5,000.		
Staffing (coordinator salary)	5,000.		
Total Expenses	$25,000.		$68,000.

COST CENTRE 'A'
Net profit $42,000.

COST CENTRE 'B' Community Festival Days, December 1,2,3

Expenses		Revenue	
Facility Rental	$8,500	Gift Shop Sales	$12,500
Gift Shop	8,000	Gate receipts	13,000
Catering	500		$25,500
Facility Design and decoration	5,000		
*Advertising and Promotions	25,000		
Staffing (coordinators salary)	10,000		
	$57,000*	COST CENTRE 'B'	
		Projected net profit for total event	$9,500
		Deficit	$32,500

A Christmas Fantasy

In support of the Hamilton General/Henderson General Hospitals

May 1, 1989

Mr. Docman
Operations Manager
Hamilton Convention Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

Dear Mr. Docman:

This letter is a follow up to our telephone conversation April 19, 1989 regarding a special event subsidy for the Hamilton Civic Hospitals Foundation for space rental at the Hamilton Convention Centre November 30 - December 1,2,3, 1989.

'A Christmas Fantasy' is a new community special event and fundraiser now entering its third year of operation. All proceeds from this event benefit the Hamilton General and Henderson General Hospitals.

This year will be crucial in evaluating the success and future of the event. The organizing committees goal is to obtain increased community sponsorship and participation and to find assistance in underwriting our major operating expenses.

In 1989 the projected expenditures on facility rental and catering services through the Hamilton Convention Centre are approximately $20,000. In the past two years the Hamilton Civic Hospitals Foundation has spent approximately $40,000 with the Convention Centre.

This year the Board of Directors of the Foundation are seeking the assistance of the HECFI Board to help offset our rental fees and reach our fundraising goals.

We understand there is a special event subsidy fund through the HECFI Board that could be available to our organization.

I have enclosed a brief description of 'A Christmas Fantasy' and it's goals for 1989.

continued.....

237 Barton Street East, Hamilton, Ontario, Canada L8L 2X2 (416) 527-0271 ext. 4318 (416) 522-3863

Representatives from our Foundation Board would welcome the opportunity to meet with you and the HECFI Board to discuss the criteria for a special event grant subsidy.

I will be in touch with you within the week regarding our application.

Thank you for your consideration.

Yours truly,

Cheryl

Cheryl Procyk
'A Christmas Fantasy' Coordinator

A Christmas Fantasy

In support of the Hamilton General/Henderson General Hospitals

'A CHRISTMAS FANTASY' 1989

Purpose:

'A Christmas Fantasy' is a community holiday celebration for Hamilton and area residents, and a fundraiser for the Hamilton Civic Hospitals; the Hamilton General and the Henderson General. 'A Christmas Fantasy' 1989 will feature an outstanding display of sixty (60) professionally decorated Christmas trees.

Funds raised at this special Christmas event will be used to improve Health Care facilities at the Hamilton Civic Hospitals through specialized equipment purchases.

Goals for 1989:

.. to increase community awareness of this special Christmas event.
.. to increase community involvement, participation.
.. to increase the local business sponsorship of trees, wreaths and tree designs.
.. to secure community funding support to reduce operating expenses.

Dates of 'A Christmas Fantasy', 1989:

November 30 through December 3, 1989
Hamilton Convention Centre
Wentworth Room

Two Major Components:

This special event has two major components:

1. Opening Night, November 30 - Gala Christmas Party and Tree Auction
   *this is a ticketed event open to the public.
   *tree auction is the major fundraising aspect of 'A Christmas Fantasy'.

2. Community Display Days, December 1,2,3
   ..Friday local school groups and bus tours visit the Fantasy displays.
   ..Display days feature continuous live local entertainment, childrens activities and Christmas shopping.

* All proceeds benefit the Hamilton General and Henderson General Hospitals.

continued.....

237 Barton Street East, Hamilton, Ontario, Canada L8L 2X2 (416) 527-0271 ext. 4318 (416) 522-3863

Additional Special Features:

- door wreath displays
- A Gingerbread Village (approximately 20 houses)
- Create an Ornament Childrens Corner
- Secret Santa Shop - where only children can shop for Mom and Dad, brothers and sisters
- A Teddy Bear Tea
- Local school choirs
- A Christmas Gift Boutique

* No commercial enterprise will operate at the event - all proceeds go to benefit the hospitals.

Community Involvement:

In 1989 'A Christmas Fantasy' expects to broaden the involvement of community groups in this special event.

Expected participation:

..approximately 60 local businesses
..approximately 60 florists, interior designers and decorators
..Mohawk college Floral Art Design Program
..Mount Hamilton Horticultural Society
..Benetto School - make tree stands
..Sherwood Secondary School Adult Art Class
..School and church choirs
..Hamilton Suzuki School of Music
..Hamilton Theatre Revue Show
..Hamilton and area Senior Citizen Groups
..cultural groups
..approximately 200 community volunteers will work together in organizing the event

In 1988 approximately 20,000 people attended the event.

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

FOR INFORMATION

MEMO TO: Copps Coliseum Committee
Hamilton Place Theatre Committee
Hamilton Convention Centre Committee
H.E.C.F.I. Executive Committee

FROM: Mary Webb, Marketing Services Manager

DATE: June 21, 1989

SUBJECT: **MARKETING SERVICES REPORT - JUNE 1989**

Over this past month Mary Webb, Bryan Cripps and Alison Nicholson have again been concentrating on the promotion for the "BIG 5" summer shows plus individual campaigns for Lucie Arnaz, Brass Spectacular and Cleo Laine. David Watkins' main priority continued to be the IIHF World Junior Championship Bid.

Details on the marketing promotions for Copps Coliseum, Hamilton Place Theatre and Convention Centre are outlined on the following pages under each facility.

COPPS COLISEUM

IIHF WORLD JUNIOR CHAMPIONSHIP BID

- Video tape was edited and duplicated.
- Labels were prepared for video tape.
- Die-cut folder was designed and produced by OK & D working in close association with Dave Watkins.
- Dave Watkins authorized the printed bid and worked on the bid logo design and production of leather portfolios and puck/flag sets.
- Banner was produced as backdrop for the luncheon.
- Weekly host committee meetings were chaired by David Watkins in John Crane's absence.
- Itinerary and planning for reception, luncheon and site inspection by the CIHC (Canadian International Hockey Committee) delegation is now being prepared. Date is June 21, 1989.

REGION'S HOSPITALITY RECEPTION

- David Watkins worked as a volunteer on the Region's Hospitality reception.

WALL OF FAME COMMITTEE

- David Watkins designed the brass commemorative plaque.

JULIO IGLESIAS

- Dave Watkins handled media and P.R. requests for interviews and appearances of Julio Iglesias. This involved spreads in the Hamilton Spectator and two (2) Spanish newspapers. Support ads were also run in Spanish papers.

COPPS COLISEUM continued...

CORE MEDIA

- David Watkins continued his liaison with Core Media regarding the display advertising. Status of Copps signage is outlined below.

Fascia	- 15 of 20 panels are now installed.
Auto	- GM Vehicle on display in box office area.
Clock	- Sony panels now installed.
Concessions	- Contracts are in, fixtures not yet installed.
Exits	- Now concentrating on selling these.
Time of Day Clock	- Now being sold.

NBA EXHIBITION

Chicago vs. New Jersey game was announced June 8. Work is now beginning with promoter. Assistance is being given on direct mail campaign and media conference.

HAMILTON PLACE THEATRE

HENDERSHOT RESEARCH CONSULTANTS

Following two (2) days of a test run, minor adjustments were made to the research questionnaire. The field work is now in progress with a final report scheduled for July 10.

OK & D

Variety 1/2 page ad to be approved June 16 for insertion in July issue.

CHCH-TV "MEMORY RECALL" PROMOTION

Hamilton Place being given free promotion on a CHCH-TV "Memory Recall" promotion contest.

"BIG 5" CAMPAIGN

- "BIG 5" ad inserted with special Dome edition of Globe and Mail, June 2.

- Ad now adapted as a "BIG 4" ad for insertion in Spectator, St. Catharines Standard, Brantford Expositor and Kitchener Record, June 27.

- Last "BIG 5" ad ran in Globe and Mail, Toronto Star, St. Catharines Standard, Brantford Expositor, Kitchener Record and Hamilton Spectator, June 10.

LUCIE ARNAZ

- Ads placed in Globe, Star, Sun, Spectator, Kitchener Record, St. Catharines Standard, Brantford Expositor.

- Six (6) interviews were co-ordinated with Lucie Arnaz for Spectator, CHML, CKLH, CKPC, CFRB and CHCH-TV.

HAMILTON PLACE continued...

ODD COUPLE - JUNE 6-11

- Media was behind the show 100%.
- Over $18,000 in free promotion was received from CHCH-TV.
- Seven (7) radio stations gave four (4) extra days of free promotion in addition to the contests and previous free promos they had given.
- Radio commercials ran on seven (7) stations.
- Thirteen (13) interviews were given by Tim Conway and Tom Poston including newspaper, TV Times, radio and two (2) programs on CHCH-TV.
- CHCH-TV and Spectator photographer covered opening performance.
- Media personalities attended the opening night post performance cast reception.
- Arrangements were made for Tom Poston to play golf.
- Ads were placed in Spectator, Globe, Star, Sun, Brantford Expositor, Kitchener Record, St. Catharines Standard, Hamilton This Month, Senior's Magazine and Brabant Weeklies.
- Inserts were placed in Hamilton Place house programs.

BRASS SPECTACULAR - JUNE 17

- Ads placed in Spectator, St. Catharines Standard and Brantford Expositor. (Brass performance in Toronto and Kitchener excluded advertising in those papers).
- Six Thousand ($6,000.00) received in free promotion from 'presenting' station CKDS.

BRASS SPECTACULAR continued...

- Commercials run on classical radio programs in Buffalo, Brantford and Hamilton.

- CHCH-TV acted as 'co-presentor' for Hamilton, Toronto and Kitchener concerts. Two Thousand ($2,000.00) in free promotion received from CHCH-TV as 'co-presentor'.

- Hugh Fraser doing an advance feature in Spectator.

- Over 2,000 flyers mailed to music association subscribers offering them a special rate.

CLEO LAINE/JOHN DANKWORTH - JUNE 29

- Four Thousand ($4,000.00) minimum in free promotion from CKLH radio as 'presentor'.

- Radio commercials placed on jazz and special programs on Kitchener, St. Catharines, Hamilton, Oakville, Burlington, Tillsonburg and Guelph radio stations.

- Special tie-in with CFMU-FM radio for a Cleo Laine program and contest.

- Extra appeal made to radio stations due to slow box office response.

- Interviews co-ordinated with Spectator and radio stations CKDS, CKLH, CKPC, CKTB, CING and CKLA.

- Print ads run in Hamilton, Brantford, St. Catharines and Kitchener papers.

SUGAR BABIES -JULY 20-22

- Print ad campaign kicks off June 22.

- 'Today's Seniors" newspaper interviewed Mimi Hines and Phil Ford for July issue. Colour photos supplied for front page colour full page photo.

- First City Trust is running a contest for 'Sugar Babies' with all new account clients. Also displaying a large "BIG 5" poster.

- McMaster CFMU-FM radio running a contest and special program on 'Sugar Babies'.

- Spectator, CHCH-TV and radio being contacted for interviews and opening night coverage.

- Over $4,000.00 in free promotion by CKLH as 'presenting' radio station.

- Anticipating $15,000.00 in free promotion from CHCH-TV as 'presentor'. TV coverage runs July 3-16.

STAFF

Cheryl Bogie will take over for Alison Nicholson June 19 when Mrs. Alicholson begins her maternity leave. Cheryl Bogie has been in training with Alison Nicholson for the past month.

HAMILTON CONVENTION CENTRE

SPECIAL PHOTO SHOOT

Bryan Cripps arranged a special photo session at the Civic Hospital Banquet which was followed by dancing by the Spitfire Band.

MEETING PLANNERS MEETING

A meeting outline and questionnaire has been prepared by Bryan Cripps for use by the Sales Department in the planned contact meeting with meeting planners for later this summer.

MIRAGE TRADESHOW DISPLAY

TDF designers are currently working on the rendering of the Mirage Tradeshow Display utilizing the test photographs taken on May 15. Bryan Cripps met with TDF Creative Director to discuss concept on June 12. Final shoot will be scheduled next.

MEETING PLANNERS INTERNATIONAL CONVENTION

Blowups of the February 5th photo shoot were assembled for display at the Meeting Planners Convention in Orlando, Florida.

PUBLICATION ADS

Full page ads were placed in the May editions of Medical Meetings, Physicians Guide to Travel and Meetings, Association Executive and June editions of Ontario Medical Review and Successful Meetings.

Respectfully submitted,

Mary Webb
Marketing Services Manager

MW/cb

Schedule "F"

CITY COUNCIL
HAMILTON, CANADA

Brian Hinkley
Alderman Ward 3

71 MAIN STREET WEST L8N 3T4 • (416) 526-2730 • RES. (416) 572-7500

June 27, 1989

Mr. John A. Leuser, C.A.
Director of Finance and Administration
H.E.C.F.I.

Dear Mr. Leuser:

Thank you very much on behalf of the Keep Hamilton Clean Citizens Committee. We appreciate the action you have decided to take. We hope the other private halls throughout the City will follow H.E.C.F.I.'s lead.

I know the citizens of Hamilton will appreciate this effort to help keep the City clean by reducing the amount of illegal postings on telephone poles and other public property.

H.E.C.F.I.'s help in this effort is very much appreciated.

Yours very truly,

Brian Hinkley

Brian Hinkley, Chairman
Keep Hamilton Clean
Citizens Committee

rd

cc: Mr. Don Heintz, Secretary
Keep Hamilton Clean Citizens Committee

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

June 20, 1989

Alderman Brian Hinkley
Chairman
Keep Hamilton Clean
Citizens Committee
71 Main Street West
Hamilton, Ontario
L8N 3T4

Dear Alderman Hinkley:

Re: Illegal Postings of Upcoming Events

I am pleased to advise you that the Management Team at HECFI fully endorses and is implementing immediately your Committee's suggestion that a clause similar to the following be inserted in our standard licence agreements, which clients sign:

> "The client agrees not to advertise their event in violation of the City's Streets By-law, Littering By-law and Illegal Postings By-law. The client also agrees to inform their agents and/or promoters of their event of this stipulation."

On behalf of the Management Team at HECFI, I wish to express our appreciation and support to Members of the Keep Hamilton Clean Citizens Committee on their fine work in this community.

Yours truly,

John A. Leuser, C.A.
Director of Finance
and Administration

JAL:jm
c.c. Alderman J. Gallagher, Chairman, HECFI
Alderman T. Murray, Chairman, Copps Coliseum Committee
Alderman Wm. McCulloch, Chairman, Hamilton Place Theatre Committee
Mr. N. Levitt, Chairman, Hamilton Convention Centre Committee
Mr. Dave Olejnik, 119 Gailmont Drive, Hamilton, Ontario L8K 4B8

Mr. Don Heintz, Secretary
Keep Hamilton Clean Citizens Committee
Mr. Ray Harris, Harris & Henderson, Barristers and
Solicitors, 92 King Street East, Hamilton,
Ontario, L8N 1A8
Mr. Thomas B. Burrows, Director of Hamilton Place Theatre
Mr. John T. Crane, Director of Copps Coliseum
Mr. Stephen H. Dockman, Operations Manager,
Hamilton Convention Centre Committee

5.1.1 Executive Committee Minutes of June 7, 1989

THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

EXECUTIVE COMMITTEE

Wednesday, June 7, 1989
12:00 Noon
Copps Coliseum
Hamilton Room

REGULAR SESSION

PRESENT: Ald. J. Gallagher, Chairman
Mr. W. McFarland, Vice-Chairman
Ald. T. Murray
Ald. M. McCulloch
Mr. N. Levitt

ALSO PRESENT: Mayor R. Morrow
Mr. J. Leuser
Mr. T. Burrows
Mr. S. Dockman
Mr. J. Crane
Ald. H. Merling
Ald. T. Jackson
Mrs. M. Dow
Mr. F. P. DeNardis
Mr. Wm. J. Tidball
Mrs. J. Mills, Secretary

GUESTS: Mr. B. Kramer of
Kramer Design Associates Limited
Mr. L. Sage
Mrs. D. Jones

REGRETS: Ald. D. Agostino (On Regional Business)

1. Chairman's Remarks

The Chairman called the meeting to order, at 12:00 (noon). The Committee wished to address the In-Camera Agenda at this time.

2. Motion to Move In-Camera

It was

MOVED be Mr. Levitt, seconded by Ald. Murray

THAT THE IN-CAMERA SESSION COMMENCE (12:00 NOON).

MOTION CARRIED.

The following motions were carried in the in-camera session:

THAT THE MARQUEE DESIGN FOR HAMILTON PLACE AS PRESENTED BE FORWARDED TO THE BOARD OF DIRECTORS FOR APPROVAL.

NOTE: MR. BURTON KRAMER OF KRAMER DESIGN ASSOCIATES LIMITED TOGETHER WITH MR. THOMAS BURROWS, DIRECTOR OF HAMILTON PLACE, PRESENTED THE MARQUEE CONCEPT AS APPROVED BY THE HAMILTON PLACE COMMITTEE MEMBERS. THE HAMILTON PLACE COMMITTEE MEMBERS WERE PRESENT FOR THIS ITEM.

THAT THE ACTION BEING TAKEN BY THE HAMILTON PLACE COMMITTEE WITH RESPECT TO OUTSTANDING ACCOUNTS RECEIVABLES WITH THE HAMILTON PLACE TENANTS BE ENDORSED.

NOTE: MR. THOMAS BURROWS, DIRECTOR OF HAMILTON PLACE, HAS SENT CORRESPONDENCE TO THE HAMILTON AND REGION ARTS COUNCIL, OPERA HAMILTON AND THE HAMILTON PHILHARMONIC ORCHESTRA. LETTERS ARE BEING DRAFTED FOLLOWING MEETINGS/DISCUSSIONS TO THEATRE AQUARIUS AND THE BACH ELGAR CHOIR.

THAT THE MAY 10, 1989 MINUTES BE APPROVED AS AMENDED.

(a) THAT STEVENSON KELLOGG ERNST & WHINNEY (SKEW) BE AUTHORIZED TO PROCEED ONLY WITH PHASE A OF THEIR ATTACHED PROPOSAL REGARDING PAY EQUITY AT A FEE NOT TO EXCEED $5,500;

NOTE: PHASE A IS DESCRIBED AS SKEW'S PRELIMINARY, DIAGNOSTIC AND PLANNING PHASE IN WHICH A PLAN OF ACTION WILL BE OUTLINED FOR PREPARING SEPARATE PAY EQUITY PLANS FOR IATSE AND THE NON-UNION GROUP WHICH WILL INTEGRATE PART-TIME POSITIONS WITH OUR FULL-TIME POSITIONS. PHASE A WILL ALSO PRODUCE A FIRM PRICE FOR PHASE B WHICH IS THE COMPLETION OF THE TWO PAY EQUITY PLANS.

(b) THAT SKEW SUBMIT A REPORT TO THE HECFI EXECUTIVE COMMITTEE AFTER THE COMPLETION OF PHASE A OF THIS PROJECT WITH A FIRM ESTIMATE OF THE COST TO COMPLETE THE REMAINDER OF THE PROJECT (PHASE B).

(c) THAT THE COST OF SKEW'S SERVICES BE FINANCED FROM SAVINGS BEING REALIZED IN THE CORPORATE BUDGET DUE TO THE VACANCY IN THE POSITION OF THE MANAGING DIRECTOR/CEO.

NOTE: NO FUNDS WERE PROVIDED IN THE 1989 BUDGET TO HIRE A CONSULTANT TO DEVELOP PAY EQUITY PLANS AT HECFI SINCE MANAGEMENT UNDERSTOOD AT THE TIME THAT THIS PROJECT WOULD BE ADMINISTRATIVELY AND FINANCIALLY THE RESPONSIBILITY OF THE HUMAN RESOURCES DEPARTMENT. HOWEVER, SINCE THEN, WE HAVE BEEN ADVISED OTHERWISE, WITH THE RESULT THAT WE REQUIRED OUTSIDE EXPERTISE AND A METHOD OF FINANCING.

THAT THE JOB DESCRIPTION FOR THE MANAGING DIRECTOR/CEO BE APPROVED AS AMENDED.

NOTE: THE REVISED JOB DESCRIPTION THAT WAS PREPARED BY MR. W. MCFARLAND, MS. A. VANDUZER AND MS. E. BOURNS WAS REVIEWED BY THE COMMITTEE. MINOR AMENDMENTS WERE SUGGESTED.

THAT THE COPPS COLISEUM COMMITTEE IN-CAMERA REPORT OF ITS MEETING ON MAY 24, 1989 BE RECEIVED AS INFORMATION.

THAT THE HAMILTON PLACE COMMITTEE IN-CAMERA REPORT OF ITS MEETING ON MAY 25, 1989 BE RECEIVED AS INFORMATION.

THAT THE HAMILTON CONVENTION CENTRE COMMITTEE IN-CAMERA REPORT OF ITS MEETING ON MAY 26, 1989 BE RECEIVED AS INFORMATION.

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE FOUR MONTH PERIOD ENDED APRIL 30, 1989 FOR COPPS COLISEUM, HAMILTON CONVENTION CENTRE AND HAMILTON PLACE GREAT HALL AND STUDIO THEATRE BE RECEIVED AS INFORMATION.

(a) THAT AN OVERDRAFT BE AUTHORIZED IN ACCOUNT NUMBER 55423 80031, PROFESSIONAL FEES, FOR 1989 IN ORDER TO PROVIDE FOR CONTINUING LEGAL SERVICES; AND

NOTE: CHARGES FOR LEGAL SERVICES FOR THE PERIOD OF JANUARY 1, 1989 TO APRIL 30, 1989 FROM ROSS & MCBRIDE TOTAL $19,454.35. THE BUDGET FOR 1989 IS $26,000. ACTUAL CHARGES FOR THE YEAR 1988 ON BILLINGS FROM ROSS & MCBRIDE TOTALLED $22,341.15.

(b) THAT A PROPOSAL CALL FOR LEGAL SERVICES BE CARRIED OUT IN 1989 IN ACCORDANCE WITH THE TERMS OF REFERENCE.

THAT THE DIRECTOR OF FINANCE AND ADMINISTRATION'S REPORT BE RECEIVED AS INFORMATION.

THAT THE IN-CAMERA SESSION BE ADJOURNED AND THE REGULAR SESSION BE RE-CONVENED. (2:00 p.m.)

MOTIONS CARRIED.

3. Minutes of Previous Meeting

It was

MOVED by Mayor Morrow, seconded by Ald. Murray

THAT THE MAY 10, 1989 HECFI EXECUTIVE COMMITTEE REGULAR MINUTES BE ACCEPTED AS CIRCULATED.

MOTION CARRIED.

4. Business Arising from Minutes

nil .

5. Marketing Services Report

It was

MOVED by Mayor Morrow, seconded by Ald. Murray

THAT THE MARKETING SERVICES REPORT AS PREPARED BY THE MARKETING SERVICES MANAGER BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. Committee Reports -
6.1 Copps Coliseum Committee

It was

MOVED by Mayor Morrow, seconded by Ald. Murray

THAT THE COPPS COLISEUM COMMITTEE REPORT OF ITS MEETING ON MAY 24, 1989 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

6.2 Hamilton Place Committee

It was

MOVED by Mayor Morrow, seconded by Ald. Murray

THAT THE HAMILTON PLACE COMMITTEE REPORT OF ITS MEETING ON MAY 25, 1989 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

6.3 Hamilton Convention Centre

It was

MOVED by Mayor Morrow, seconded by Ald. Murray

THAT THE HAMILTON CONVENTION CENTRE COMMITTEE REPORT OF ITS MEETING ON MAY 26, 1989 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

7. Consolidated Unaudited Operating Results

nil

8. New Business

It was

MOVED by Mayor Morrow, seconded by Ald. Murray

THAT THE TICKETMASTER SOFTWARE IMPROVEMENTS REPORT BE RECEIVED AS INFORMATION.

MOTION CARRIED.

9. Other Business

nil

10. Adjournment

It was

MOVED by Mayor Morrow, seconded by Ald. Murray

THAT THE MEETING BE ADJOURNED. (2:02 p.m.)

MOTION CARRIED.

TAKEN AS READ AND APPROVED:

ALDERMAN JOHN GALLAGHER, CHAIRMAN

Mrs. J. Mills, Secretary

5.2 **Copps Coliseum Committee Sixth Report**

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

June 30, 1989.

**REPORT TO THE HECFI BOARD OF DIRECTORS
FROM THE COPPS COLISEUM COMMITTEE MEETING
OF JUNE 28, 1989**

The Copps Coliseum Committee presents its **SIXTH** Report and respectfully recommends the following:

1. **Hamilton Place - Replacement of Natural Gas Boilers, Release of Holdback to Blenkhorn and Sawle Limited**

That holdback monies retained to date by the Corporation of the City of Hamilton, Treasury Department in the total amount of $17,849.10 be released to the contractor, namely Blenkhorn and Sawle Limited, subject to a lien search being conducted by the City Solicitor's Department and approval of the Treasury Department.

NOTE: (i) Documentation is attached.

2. **Central Utilities Plant - Feasibility Study for Chilled Water Thermal Storage Retrofit; Appointment of Engineering Consultant**

That the proposal submitted by Engineering Interface Ltd., North York to conduct a feasibility study with respect to chilled water thermal storage retrofit for the Central Utilities Plant at a cost not to exceed $10,000.00 be accepted; and

That H.E.C.F.I. make application to the Feasibility Assistance Plan offered by Ontario Hydro for a contribution of fifty percent (50%) towards the cost of the aforementioned feasibility study; and

That the H.E.C.F.I. Executive Committee recommend the method of financing.

NOTE: (i) Documentation is attached.

The following are for information only:

1. **Status Report on Confirmed Events/Performances at Copps Coliseum**

   The Status Report on Confirmed Events/Performances at Copps Coliseum - June to September 1989.

   NOTE: (i) Documentation is attached.

2. **Marketing Services Report**

   The Marketing Services Report - June 1989.

3. **Copps Coliseum - Damage to Forklift and Claim on Self Insurance Fund**

   The documentation with respect to Copps Coliseum - Damage to Forklift and Claim on Self Insurance Fund, as submitted by the Director of Copps Coliseum dated 1989 June 15.

   NOTE: (i) Documentation is attached to Executive Committee Report.

4. **Report by the Director of Copps Coliseum**

   The Report by the Director of Copps Coliseum, dated June 22, 1989.

   NOTE: (i) Documentation is attached.

5. **Concession Services**

   Mr. A. Todd, Vice-President, Education Food Services, Restauronics Services Inc. and Mr. Bruce Smith, General Manager, Volume Concession Services Inc. were in attendance to discuss concession services. The issue in question concerned comments received that the temperature of the food served is cold. Solutions and suggestions were discussed. It was noted that open dialogue will lead to improved service.

6. Ivor Wynne Stadium

The Director of Copps Coliseum advised that the manager of Ivor Wynne Stadium requested a list of Copps Coliseum staff. Mr. Crane reported that he has provided him with the names and telephone numbers of Copps Coliseum security and ushering part time staff.

7. Date of Next Meeting

The Copps Coliseum Committee meeting scheduled for July 26, 1989 was cancelled and any important matters will be forwarded to the H.E.C.F.I. Executive Committee; the next meeting will be at the call of the Chairman.

Respectfully submitted,

T. Murray

Alderman T. Murray, Chairman.

M.G. McCaffrey

Gail McCaffrey, Secretary.

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

M E M O R A N D U M

FOR ACTION: XXXX

TO: Copps Coliseum Committee,
Attn: Ms. G. McCaffrey, Secretary

FROM: Mr. John T. Crane
Director, Copps Coliseum

DATE: 1989 June 15

SUBJECT: **Hamilton Place - Replacement of Natural Gas Boilers, Release of Holdback to Blenkhorn and Sawle Limited**

RECOMMENDATION:

That the holdback monies retained to date by the Corporation of the City of Hamilton, Treasury Department in the total amount of $17,849.10 be released to the Contractor, namely Blenkhorn and Sawle Limited, subject to a lien search being conducted by the City Solicitor's Department and approval of the Treasury Department.

BACKGROUND:

In accordance with the provision of the Construction Lien Act 1983, Blenkhorn and Sawle Limited have made application for the release of holdback monies retained to date by the Corporation of the City of Hamilton on account for Contract for Hamilton Place-replacement of natural gas boilers. This work was deemed to be substantially performed as of 1989 February 20.

It is my recommendation that the holdback monies retained, in the total amount of $17,849.10 be released upon expiration of the 45 day lien period subject to a lien search being conducted by the City Solicitor's Department and approval of the Treasury Department.

I attach for your information, copy of Progress Certificate of Payment No. Three (3) requesting release of holdback.

Respectfully submitted,

JTC:mgm

John T. Crane,
Director,
Copps Coliseum.

Attachment

Form No. 105
Rev. Jan. 15/88

THE CORPORATION OF THE CITY OF HAMILTON
PROGRESS CERTIFICATE OF PAYMENT

NOTE: THIS IS NOT A CERTIFICATE OF SUBSTANTIAL PERFORMANCE

CONTRACTOR

NAME Blenkhorn and Sawle Limited
P. O. Box 3010
ADDRESS 100 Grantham Avenue
St. Catharines, Ontario L2R 7B9

P.O. NO. 33103
CERTIFICATE NO. Three (3) - Release of Holdback
AMOUNT $17,849.10
DATE 1989 June 12

THIS IS TO CERTIFY THAT Blenkhorn and Sawle Limited
CONTRACTOR FOR Hamilton Place - Replacement of Natural Gas Boilers
IS ENTITLED TO PAYMENT OF seventeen thousand, eight hundred and forty-nine 10/100 DOLLARS ($ 17,849.10)
ON ACCOUNT OF CONTRACT FOR The Hamilton Entertainment & Convention Facilities Inc.
IN RESPECT OF WORK DONE AND MATERIAL FURNISHED
DATE OF COUNCIL APPROVAL 1988 July 15
H.E.C.F.I.

DEPARTMENT CERTIFIER/
DEPARTMENT HEAD

STATEMENT OF ACCOUNT
TO DATE OF APPLICATION FOR CERTIFICATE

RECONCILIATION OF PAYMENTS

THIS CERTIFICATE

1. Gross Value of Work Finished	$ 17,849.10	
2. Deduct: 10% Statutory Holdback	$ Ø	
3. Net Value of this Certificate	$ 17,849.10	
ACCUMULATED CERTIFICATES		
4. Gross Value of Work Finished	$ 178,491.00	
5. Deduct - Total Holdbacks	$ 17,849.10	
6. Work Performed Less Holdbacks	$ 160,641.90	
HOLDBACK STATUS		
7. Holdback Retained this Certificate	$ Ø	
8. Accumulated Holdback - Total (Line 5)	$ 17,849.10	
9. Holdback Released [XX] This Certificate (Line 3)	$ 17,849.10	
[ ] Prior	$	
10. Balance of Holdback Retained	$ Ø	
RECONCILIATION OF CONTRACT		
11. Original Contract Sum	$ 178,491.00	
12. Authorized Additions/Deductions	$ Ø	
13. Net Contract		$ 178,491.00
14. Total Gross Certificates to date (line 4)		$ 178,491.00
15. Balance of Contract Outstanding (line 13 minus line 15)		$ Ø
CONTRACT IS COMPLETE - Return Balance to Account		$

AS OF 20 February 1989

THIS CONTRACT IS PARTIALLY / SUBSTANTIALLY / TOTALLY XXXXX PERFORMED

THE ABOVE STATEMENT OF ACCOUNT IS CORRECT

CONTRACTOR SIGNATURE _____ TITLE _____

INSPECTED AND PASSED BY: _____ TITLE Mgr. Plant & Bldg. Operations

PRICES AND EXTENSION CHECK BY: _____ TITLE _____

APPROVED (DEPARTMENT HEAD) _____

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

M E M O R A N D U M

FOR ACTION: XXXX

TO: Copps Coliseum Committee,
Attn: Ms. G. McCaffrey, Secretary

FROM: Mr. John T. Crane
Director, Copps Coliseum

DATE: 1989 June 9

SUBJECT: **CENTRAL UTILITIES PLANT - Feasibility Study for Chilled Water Thermal Storage Retrofit; Appointment of Engineering Consultant**

RECOMMENDATION:

That,

1) The proposal submitted by Engineering Interface Ltd., North York to conduct a feasibility study with respect to chilled water thermal storage retrofit for the Central Utilities Plant at a cost not to exceed $10,000.00 be accepted.

2) H.E.C.F.I. make application to the Feasibility Assistance Plan offered by Ontario Hydro for a contribution of fifty percent (50%) towards the cost of the aforementioned feasibility study.

3) The H.E.C.F.I. Executive Committee recommend the method of financing.

BACKGROUND:

- In response to a Request for Proposals issued by the Manager of Purchasing, four (4) responses were received from engineering consulting firms regarding the preparation of a feasibility study for Chilled Water Thermal Storage retrofit at the Central Utilities Plant. Attached please find proposal analysis spread sheet, referenced T11-1-89.

- The purpose of the retrofit project is to utilize the existing heating water storage tanks with a capacity of 250,000 U.S. gallons, as a chilled water reservoir thus allowing the production of chilled water during off peak times, i.e. at night and resulting in a reduction of electrical demand charges and load.

- The feasibility study will address;

  a) the work required to retrofit the existing storage tanks so as to utilize same for chilled water storage;

  b) the total cost of the retrofit project;

  c) cost savings resulting from the reduction of peak demand charges.

- I am recommending that Engineering Interface Ltd. be awarded this work at an upset cost of $10,000.00 as detailed on their Form of Proposal dated 1989 May 1. Engineering Interface Ltd. is a reputable consulting firm employing registered professional engineers. They specialize in energy management projects and have had specific experience in the design and implementation of thermal storage applications.

- Ontario Hydro is now offering a Feasibility Assistance Plan whereby a contribution of 50 percent of the cost of a qualifying feasibility study is available. This plan is an integral component of Ontario Hydro's initiatives to improve their customers' electrical energy efficiency. Projects which offer the potential to reduce electrical load, shift load or improve energy efficiency will qualify for feasibility study grants. I am recommending that H.E.C.F.I. make application to this plan for funding of 50 percent of the cost of the aforementioned feasibility study.

- There are funds available within the C.U.P. operating budget, i.e. Account No. CH 55235 46001 - Energy Management/Improvements to finance the cost of the feasibility study.

Respectfully submitted,

John T. Crane,
Director,
Copps Coliseum.

JTC:mgm

Attachment

Ref: T11-1-89

THE CORPORATION OF THE CITY OF HAMILTON

FEASIBLITY STUDY FOR DOMESTIC HOT WATER AND HEATING RETROFIT;
AND CHILLED WATER THERMAL STORAGE RETROFIT, CENTRAL UTILITIES PLANT

	PART A - DOMESTIC HOT WATER AND HEATING RETROFIT			PART B - CHILLED WATER THERMAL STORAGE RETROFIT		
	Per Diem Rate	Days to Commence	Days to Complete	Per Diem Rate	Days to Commence	Days to Complete
H. H. Angus & Associates Ltd. Don Mills	$30,000	30	60	$45,000.00 (upset)	30	80
Engineering Interface Ltd. North York	-	-	-	$ 750.00 ($10,000 upset)	0	35 Study & Design
MCW Consultants Ltd. Toronto	$80/hour Blended Average	15 from award	60 man days or 3 people 20 days	$80/hour Blended Average (No upset limit)	15 from award	100 man days or 4 people 25 days

Service Air Conditioning Company
Ancaster - Alternate Proposal Submitted

OFFICIALS IN ATTENDANCE - W. McCulloch, Alderman
E. A. Simpson, City Clerk
T. Bradley, Manager of Purchasing

UNABLE TO BID - The ECE Group Ltd.

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

REPORT TO COPPS COLISEUM COMMITTEE

REPORT TO : Copps Coliseum Committee
Attn: Ms. Gail McCaffrey, Secretary

FROM : Mr. J. T. Crane, Director, Copps Coliseum

COPIES TO : Ms. L. Stewart, Sales Executive, Copps Coliseum

DATE : June 21, 1989

RE : Status Report on Confirmed Events/Performances at Copps Coliseum, June - September 1989

June, 1989

2 Confirmed Event/Performance

1. Julio Iglesias Concert
   : June 3rd

2. George Strait Concert
   : June 29th

July, 1989

7 Confirmed Events/Performances

1. Jehovah's Witnesses Convention
   : July 7th, 8th, 9th, 14th, 15th, 16th

2. Manufacturers' Luncheon
   July 11th

August, 1989

1 Confirmed Event

1. 1989 CP/RA Conference
   : August 16th

September, 1989

4 Confirmed Events/Performances

1. 1989 Home Improvement Show
   : September 14th, 15th, 16th, 17th

JTC:dn

John T. Crane
Director

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

June 22, 1989.

REPORT BY THE DIRECTOR OF COPPS COLISEUM

On June 3, 1989, at 8:00 p.m. Julio Iglesias entertained a sell-out audience at Copps Coliseum. Mr. Iglesias, one of the "most popular singers in the world", has recorded over sixty albums and has already sold over one million albums in seven languages world-wide. The show was a classic and it appeared from the response that the audience really enjoyed the show.

The Director has been in touch with Mr. Jeff Smith, Executive Assistant to Shirley Collins, MPP, Wentworth East, with regards to a liquor licence for Copps Coliseum. We are seeking a similar licence as that issued to the SkyDome which would allow us to provide liquor and food in our private boxes, media lounges, expanded floor areas on the arena level and the Hamilton Room. Mr. Smith has since informed me that Ms. Collins has made this item a part of her agenda and will be in touch with us as soon as she receives further information on the matter.

The Host Site Selection Committee of The Canadian Amateur Hockey Association visited the City of Hamilton and Copps Coliseum on June 21, 1989. The Selection Committee included Mr. Murray Costello, President of the Canadian Amateur Hockey Association, who inspected the Coliseum and reviewed the requirements as well as our bid submission. Included in the Site Selection Committee itinerary was a visit to the Convention Centre and our three major hotels. The full day visit concluded with an excellent luncheon and presentation at the Convention Centre.

Our energy management analysis for the first quarter of 1989 is very encouraging. The following breakdown of dollars and kilowatt hours of consumption has been achieved:

C.U.P.

a) Electric kwh reduction = 530897 kwh
Cost Avoidance = 530897 kwh x 0.02325 (avg. cost) = $12,340.00

b) Demand KW reduction = 2252 KW
Cost Avoidance = 2252 KW x $8.79 (cost/KW) = $19,800.00

c) Gas 1000ft3 reduction = 1958 1000ft3
Cost Avoidance = 1958 x 4.314036 (avg.cost/1000) = $ 8,450.00

Total Cost Avoidance For 1st Quarter $40,590.00

COPPS COLISEUM

a) Electric kwh reduction = 300778 kwh
Cost Avoidance = 300778 kwh x 0.0443 (avg.cost) = $13,325.00

b) Demand KW reduction = 98 KW
Cost Avoidance = 98 KW x $2.60 (cost/KW) = $ 225.00

c) Gas 1000ft3 reduction = 244 1000ft3
Cost Avoidance = 244 x 4.314036 (avg.cost/1000) = $ 1,050.00

Total Cost Avoidance for 1st Quarter $14,630.00

CITY HALL (Gas Only)

a) Gas 1000ft3 reduction = 1480 1000ft3
Cost Avoidance = 1480 x 4.314036 (avg.cost /1000) = $ 6,385.00

$61,605.00

Respectfully submitted,

JTC:mgm

John T. Crane
Director
Copps Coliseum

5.2.1 **Copps Coliseum Committee Minutes of May 24, 1989**

COPPS COLISEUM COMMITTEE

Wednesday, May 24, 1989
12:00 Noon
Hamilton Room, Copps Coliseum

PRESENT: Alderman T. Murray, Chairman
Mr. P. Cowell, Vice Chairman
Mr. W. McFarland
Alderman D. Agostino
Mr. G. Kwiatowski

ALSO PRESENT: Mr. J. Crane
Mr. J. Leuser
Ms. G. McCaffrey, Secretary

REGRETS: Alderman J. Gallagher, Chairman, H.E.C.F.I. Board of Directors
Mr. T. Casey

The Chairman called the meeting to order at 12:53 p.m.

The following motions were carried during the In Camera Session:

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE MEETING BE CONVENED AT 12:10 P.M.

THAT THE COPPS COLISEUM IN CAMERA MINUTES OF APRIL 26, 1989, BE APPROVED.

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORT ON EVENTS FOR THE FOUR MONTH PERIOD ENDED APRIL 30, 1989, BE RECEIVED FOR INFORMATION.

THAT THE STATUS REPORT ON TENTATIVE HOLDS AT COPPS COLISEUM MAY TO AUGUST 1989, BE RECEIVED FOR INFORMATION.

THAT THE REPORT OF THE DIRECTOR OF FINANCE AND ADMINISTRATION, DATED MAY 17, 1989, BE RECEIVED FOR INFORMATION.

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE BE ADJOURNED AT 12:53 P.M.

1. Copps Coliseum Committee Minutes of April 26, 1989

1.2 Motion for Approval

MOVED by Mr. McFarland, seconded by Mr. Kwiatowski that

THE COPPS COLISEUM COMMITTEE MINUTES OF APRIL 26, 1989, BE APPROVED.

MOTION CARRIED.

2. Business Arising From the Minutes

Nil

3. Marketing

3.1 Status Report on Confirmed Events/Performances at Copps Coliseum - May 1989 to August 1989

MOVED by Mr. Cowell, seconded by Mr. McFarland that

THE STATUS REPORT ON CONFIRMED EVENTS/PERFORMANCES AT COPPS COLISEUM - MAY 1989 - AUGUST 1989, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

3.2 Marketing Services Report - May 1989

Mr. Leuser reported on the progress of the 1988 Annual Report; all message letters have been received; a meeting has been arranged later today with OK&D; the target date for completion is the end of June.

Mr. Crane reported on the progress of the bid for the 1991 World Junior Championships. The final draft will be ready tomorrow for production by the advertising agency in order to be forwarded to the Canadian Amateur Hockey Association in Ottawa by May 31st. Staff was directed to circulate copies of the draft bid to members of the Copps Coliseum Committee.

MOVED by Alderman Agostino, seconded by Mr. Kwiatowski that

THE MARKETING SERVICES REPORT - MAY 1989, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4. Capital Construction Items

Nil

5. New Business

5.1 Client Evaluation, Correspondence and Comment Cards

Alderman Agostino stated the documentation, particularly the Client Evaluation from Ringling Bros. on the Disney on Ice Show, is very positive especially with respect to staff. However, Alderman Agostino referred to the Comment Card expressing a negative opinion regarding the food from the concessions.

Discussion followed on the problem of the concession stands serving cold food which has been a constant complaint of patrons and which has been experienced by members of the Committee. Additional areas of concern are the lack of concession stands and the long lineups especially during sold-out events.

Mr. Crane reported that his response to comment cards is normally by way of a telephone call if it relates to an event. If the complaint relates to concession service it is forwarded to Volume Food Services for their response.

Staff was directed to invite representatives of Volume Food Services to the next Committee meeting in order for the views of the Committee members to be expressed and to discuss solutions.

MOVED by Alderman Agostino, seconded by Mr. Kwiatowski that

THE CLIENT EVALUATIONS/CORRESPONDENCE AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, DATED 1989 MAY 17, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. Other Business

6.1 Use of Hamilton Room - Julio Iglesias Concert

Mr. McFarland initiated discussion on the possibility of using the Hamilton Room for HECFI Board members as a hospitality suite during the upcoming Julio Iglesias Concert.

Following discussion staff was directed to make the necessary arrangements to utilize the Hamilton Room as a hospitality suite during the Julio Iglesias concert on June 3, 1989 and to extend invitations to all members of the HECFI Board of Directors.

6.2 Ivor Wynne Stadium

Mr. Crane reported that he has met with Mr. D. Cowan, Public Works Department, to discuss the possibility of Copps Coliseum security and ushering personnel working at Ivor Wynne Stadium. This would be a positive move because Copps Coliseum staff are very experienced and well trained, job descriptions are similar and additional hours of work could be offered to part time staff during minimum requirements over the summer months.

Mr. Crane advised that this issue is under negotiation and that talks are continuing. The Committee agreed that it would be beneficial for this matter to be studied.

6.3 Hamilton Tiger-Cat Football Club

The issue of Hamilton Tiger-Cat season tickets was raised. Discussion followed that in order to show support for the club it may be beneficial for Copps Coliseum to purchase season tickets which could be controlled in a similar fashion as the house tickets. The tickets would be for public relations purposes.

MOVED by Mr. Kwiatowski, seconded by Alderman Agostino that

THE PURCHASE BY COPPS COLISEUM OF TWO PAIR OF 1989 SEASON TICKETS FOR THE HAMILTON TIGER-CATS TO BE USED FOR PUBLIC RELATIONS PURPOSES, BE APPROVED.

MOTION CARRIED.

7. Unfinished Business

7.1 Liquor Licence for Copps Coliseum

The Director stated that there are no new developments on the granting of a liquor licence to Copps Coliseum; status may change following the opening of the SkyDome and the granting of a liquor licence to that facility.

7.2 Hamilton Room - HECFI Picture Board Display

Mr. Crane reported that this project is in progress.

8. Date of Next Meeting

Wednesday, June 28, 1989
12:ØØ Noon
Hamilton Room, Copps Coliseum

9. Adjournment

MOVED by Mr. Kwiatowski, seconded by Alderman Agostino that

THE COPPS COLISEUM COMMITTEE MEETING BE ADJOURNED AT 1:15 P.M.

TAKEN AS READ AND APPROVED,

_____
Alderman T. Murray, Chairman

_____
Gail McCaffrey, Secretary

5.3 **Hamilton Convention Centre Committee Sixth Report**

HAMILTON
CONVENTION
CENTRE

REPORT TO THE BOARD OF DIRECTORS, HECFI
FROM THE HAMILTON CONVENTION CENTRE COMMITTEE MEETING
OF FRIDAY, JUNE 23, 1989

The Hamilton Convention Centre Committee presents its SIXTH REPORT for 1989 and respectfully recommends:

1. **Replacement of Speakers - Wentworth Exhibition Hall**

That the Board of Directors be requested to approve replacement of the audio speakers in Wentworth Exhibition Hall with SM-12 Speakers provided by J.L. Sound Systems for the total cost of $37,573.20 and that the HECFI Executive Committee be requested to recommend the method of financing. A copy of the recommendation of the Operations Manager with the relevant supporting material is attached as **APPENDIX "A".**

The following items are for information only:-

2. **Report of the Operations Manager on the Centre for the month of May 1989**

This was approved and received for information; a copy is attached as **APPENDIX "B".**

3. **Items of Correspondence**

These were discussed and received for information; copies are attached as **APPENDIX "C".**

4. **Client Evaluations**

Were approved and received for information.

5. **Marketing Services Report**

Was approved and received for information; a copy will be furnished to the Board of Directors by the Marketing Services Department.

6. **Date of next meeting**

It was agreed that the next meeting would take place at 08:00 hours on Friday, July 28, 1989.

Respectfully submitted,

Norman Levitt, Chairman
Hamilton Convention Centre Committee

B. Goddard
Secretary

HAMILTON CONVENTION CENTRE

APPENDIX "A"

FROM: Stephen H. Dockman, Operations Manager DATE: June 20, 1989

Hamilton Convention Centre

FOR ACTION X FOR INFORMATION ____

TO: HECFI BOARD ____ HECFI EXECUTIVE AND/OR HAMILTON CONVENTION CENTRE COMMITTEE(S) X

SUBJECT: Replace Audio Speakers in Wentworth Exhibition Hall

RECOMMENDATION: THAT APPROVAL BE GIVEN TO REPLACE THE AUDIO SPEAKERS IN WENTWORTH EXHIBITION HALL WITH SM-12 SPEAKERS PROVIDED BY J.L. SOUND SYSTEMS FOR THE TOTAL COST OF $37,573.20.

BACKGROUND:

The present system of small speakers was designed for FM radio and paging only. Over the years the facility has increased business to the extent that Wentworth Exhibition Hall is used regularly for meetings and banquets, for which the speakers are inadequate.

On occasion, speakers have had to be brought in for high profile events such as the Canada Cup and the John Crosbie luncheon during the Progressive Conservative Party Convention.

With the assistance of Don Stewart of Hamilton Place, the Altec 9872-8A speakers or equivalent with Bryston 4B amplifiers and H370 Transformers were decided upon.

These speakers would provide the Centre with a general sound system ten times better than our present system. We can expect a clear, clean sound with no distortion, better definition and sound pressure levels to cope with noise levels in the function room.

The tender results for the supply and installation of this equipment were as follows:-

J.L. Sound Systems	$44,365.32
J-Mar Electronics Limited	$47,145.00
Hamilton Video & Sound Ltd.	$52,219.90

..... 2

An equivalent speaker, SM-12, has been recommended by J.L. Sound Systems which is Canadian made with an extended five-year warranty. According to the specification, the speaker is comparable and it is manufactured locally.

Considering there will be a savings in the amount of $6,800.00 and that the SM-12 speakers will meet the needs of the Convention Centre, it is recommended that we proceed with the installation of the equivalent speaker as suggested by J.L. Sound Systems at the tender price of $37,573.20.

The capital funds allocated for this project total $40,000 which adequately provides for the cost of this installation.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg
Attch.

Ref: T11-3-89 Closes: 89.06.16

THE CORPORATION OF THE CITY OF HAMILTON

FORM OF TENDER

SUPPLY, INSTALL AND UPGRADE AUDIO SOUND SYSTEM
WENTWORTH HALL, HAMILTON CONVENTION CENTRE

E. A. Simpson, Esq.
City Clerk
City Hall, Hamilton

Dear Sir:

We, the undersigned, herewith agree to supply, install and upgrade the Audio Sound System, Wentworth Hall, Hamilton Convention Centre, in accordance with specifications issued by the Manager of Purchasing, June 1, 1989, at the following prices:

TOTAL NET PRICE INCLUDING ALL TAXES, DELIVERY AND INSTALLATION $ 44,365.32

Firm date to commence work Aug 16/ 89

Firm date to complete work Sept 9 /89

NOTE: If NOT submitting a price, in order to remain on Bidders' List for this product or service, this form must be returned by due date and time with a brief explanation why you are unable to bid.

J.L.SOUND SYSTEMS
Name of Tenderer

250 King STreet EAst, Hamilton, Ontario L8N 1B7
Street Address of Tenderer, including postal code

Authorized Signature

J.L.Sciamanna
Please Print Name

(416) 527-6863
Telephone Number

June 15 1989
Date of Tender

(416) 527-5523
FAX Number

J. L. Sound Systems

250 KING STREET EAST - HAMILTON, ONTARIO L8N 1B7 - (416) 527-6863

SYSTEM 1

6 Bryston Pro 4B's XLR with 470 output transformers, 70 volt

24 Bryston H-370 TRansformers - 70 volt

24 Altec 9872- 8A Speakers

Includes full installation using existing wiring

1 year warranty on speakers

5 year warranty on amplifiers

Equipment	$41,079.00
Tax	3,286.32
Total	$44,365.32

Yours truly,

J.L.sciamanna

Ref: T11-3-89 Closes: 89.06.16

THE CORPORATION OF THE CITY OF HAMILTON

FORM OF TENDER

SUPPLY, INSTALL AND UPGRADE AUDIO SOUND SYSTEM
WENTWORTH HALL, HAMILTON CONVENTION CENTRE

E. A. Simpson, Esq.
City Clerk
City Hall, Hamilton

SYSTEM 2

Dear Sir:

We, the undersigned, herewith agree to supply, install and upgrade the Audio Sound System, Wentworth Hall, Hamilton Convention Centre, in accordance with specifications issued by the Manager of Purchasing, June 1, 1989, at the following prices:

TOTAL NET PRICE INCLUDING ALL TAXES, DELIVERY AND INSTALLATION $ 37,573.20

Firm date to commence work Aug 16/1989

Firm date to complete work Sept 9/1989

NOTE: If NOT submitting a price, in order to remain on Bidders' List for this product or service, this form must be returned by due date and time with a brief explanation why you are unable to bid.

J.L.SOUND SYSTEMS
Name of Tenderer

250 King Street East
Street Address of Tenderer, including postal code

Authorized Signature

J.L.Sciamanna
Please Print Name

(416) 527-6863
Telephone Number

June 15 1989
Date of Tender

(416) 527-5523
FAX Number

J. L. Sound Systems

250 KING STREET EAST - HAMILTON, ONTARIO L8N 1B7 - (416) 527-6863

SYSTEM 2

6 Bryston Pro 4B's XLR with 470 output transformer, 70 volt

24 Bryston H-370 TRansformers - 70 volt

24 SM-12 full range speakers

Includes full installation using exsisting wiring

Full 5 year warranty on all equipment.

Equipment	$34,790.00
Tax	2,783.20
Total	$37,573.20

Yours truly,

J.L.Sciamanna

J. L. Sound Systems
250 KING STREET EAST - HAMILTON, ONTARIO L8N 1B7 - (416) 527-6863

SM - 12

12 inch Full Range two way vented	
Frequency Response	+/- 3 db - 65 - 20,000 HZ
Power Capacity	150 RMS
SPL	100 db, 1 watt/ 1 meter
Impedance	8 ohms
Crossover Frequency	1,500 HZ
Cabinet	3/4" birch Plywood WALNUT FINISH
Components	12" woofer 1" high frequency driver 90 x 40 horn
Dimensions	23 3/4 X 18 x 11
Net Weight	47 Lbs
Warranty 5 years	

J. L. Sound Systems

250 KING STREET EAST - HAMILTON, ONTARIO L8N 1B7 - (416) 527-6863

ATTENTION PURCHASING

On quote # 2 , we have substituted our SM-12 cabinet which we feel is better suited for the installtion. It is CAnadian made and has a 5 year warranty. It has served hamilton well in such locations a Copp's Coliseum, Ivor Wynne Stadium and recentlyin Toronto's SkyDome. We feel it is a better quality product with a longer warranty.

We also agree to a installation floater for the full amount of the contract price.

Yours truly,

J.L.Sciamanna

Ref: T11-3-89 Closes: 89.06.16

THE CORPORATION OF THE CITY OF HAMILTON

FORM OF TENDER

SUPPLY, INSTALL AND UPGRADE AUDIO SOUND SYSTEM
WENTWORTH HALL, HAMILTON CONVENTION CENTRE

E. A. Simpson, Esq.
City Clerk
City Hall, Hamilton

Dear Sir:

We, the undersigned, herewith agree to supply, install and upgrade the Audio Sound System, Wentworth Hall, Hamilton Convention Centre, in accordance with specifications issued by the Manager of Purchasing, June 1, 1989, at the following prices:

TOTAL NET PRICE INCLUDING ALL TAXES, DELIVERY AND INSTALLATION $ 47,145.00

Firm date to commence work July 17, 1989

Firm date to complete work August 3, 1989

NOTE: If NOT submitting a price, in order to remain on Bidders' List for this product or service, this form must be returned by due date and time with a brief explanation why you are unable to bid.

J-Mar Electronics Limited
Name of Tenderer

6 Banigan Drive, Toronto, ON M4H 1E9
Street Address of Tenderer, including postal code

Authorized Signature

Bruce Dingwall CET; Manager, Systems Group
Please Print Name

(416) 421-9080
Telephone Number

June 15, 1989 1989
Date of Tender

(416) 421-2377
FAX Number

Submitted with Appendix "A", which forms part of this response.

54

J-MAR ELECTRONICS LTD.
6 Banigan Drive, Toronto, Ontario M4H 1E9
Telephone (416) 421-9080
Fax (416) 421-2377

RESPONSE TO TENDER T11-3-89

Corporation of the City of Hamilton
City Hall
Hamilton, ON L8N 3T4

15-Jun-89

Attn: E. A. Simpson, Esq
City Clerk

Terms: net 30 days
F.O.B: Job Site

Sales Tax: FST & PST Included
Delivery: 1-2 wks ARO

To provide the necessary equipment, materials and labour to install upgrade to sound system in Wentworth Hall, Hamilton Convention Centre. Some of the existing system will be reused, as specified.

Item		Description	Price
1	24 Altec 9872-8A	Loudspeakers	
2	24 Altec 15480	Autotransformer	
3	6 Bryston 4B	Power amplifiers	
4	12 Bryston H470	70 volt output transformer	
5		Speaker flying hardware	
6		Electrical contractor -	allowance
7		All cable and installation materials	
8		Labour, installation and testing	

Warranty: one year on total installation - materials and labour

Tendered amount, all taxes included $47,145.00

Bruce Dingwall CET
Manager, Systems Group

JUN 15 '89 11:31 TO:416 521 0924 FROM:CITY/HAM.PURCHASING T-869 P.11

Ref: T11-3-89 Closes: 89.06.16

THE CORPORATION OF THE CITY OF HAMILTON

FORM OF TENDER

SUPPLY, INSTALL AND UPGRADE AUDIO SOUND SYSTEM
WENTWORTH HALL, HAMILTON CONVENTION CENTRE

E. A. Simpson, Esq.
City Clerk
City Hall, Hamilton

Dear Sir:

We, the undersigned, herewith agree to supply, install and upgrade the Audio Sound System, Wentworth Hall, Hamilton Convention Centre, in accordance with specifications issued by the Manager of Purchasing, June 1, 1989, at the following prices:

TOTAL NET PRICE INCLUDING ALL TAXES, DELIVERY AND INSTALLATION $ 52,219.90

Firm date to commence work August 16, 1989

Firm date to complete work August 20, 1989

NOTE: If NOT submitting a price, in order to remain on Bidders' List for this product or service, this form must be returned by due date and time with a brief explanation why you are unable to bid.

Hamilton Video & Sound Ltd.
Name of Tenderer

392 Main Street, West, Hamilton, Ontario L8P 1K4
Street Address of Tenderer, including postal code

B. Luehmann
Authorized Signature

B. Luehmann
Please Print Name

(416) 528-0633
Telephone Number

June 16 1989
Date of Tender

(416 528-5269
FAX Number

BL

HAMILTON
CONVENTION
CENTRE

APPENDIX "B"

REPORT TO THE HAMILTON CONVENTION CENTRE COMMITTEE FROM THE OPERATIONS MANAGER FOR MAY, 1989

June 19, 1989

The month of May was another superb month with revenues exceeding budget by $115,000. The revenue for May was approximately $355,000, which is 47.9% over the budget of $240,000. The total revenue for the year to date is approximately $1,445,000 which is $335,000 over budget for the five-month period and approximately $350,000 higher than the same period last year.

Future sales for May were $252,870, which is below our objective of $387,000 and lower than sales of $462,672 in May 1988. Sales for the first five months were $1,596,336, 6.3% below our objective of $1,704,000.

		No. of persons attended
Conventions	Critical Care	250
	Hamilton Philatelic Society	160
	Rotary International District 712	600
	Ontario Association of Children's Aid Societies	650
	Polish Singers Alliance of America	800
Banquets	Hamilton & District Chamber of Commerce - Achievement Awards Dinner	750
	Stelco Quarter Century Club Dinner	435
	Miss Philippine Hamilton Beauty Pageant	440
Other	Ontario English Catholic Teachers Association - OECTA - PD Day	1000
	McMaster University - Convocation - Class of 1989	725

Miss Cindy Cornell has been replaced as Receptionist by Mrs. Norma Wright. Norma has been with the Convention Centre on a part-time basis since October 1983.

..... 2

Mrs. Martha Hercus resigned her position as Events Co-ordinator to assume the position of Corporate Sales Manager for the Sheraton Centre in Toronto. Martha will be replaced by Irene Kovacs, the Events Secretary, who was the successful candidate for that position.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg

CARTER GM

155 CANNON STREET EAST BOX 828

HAMILTON, ONTARIO L8N 3N7 • 527-7003 • TELEFAX 527-3585

APPENDIX "C"

June 14th, 1989

Ms. Robin Laking,
Events Manager,
Hamilton Convention Centre,
115 King Street West,
Hamilton,
Ontario
L8P 4T9

Dear Robin:

I wish to commend you and your friendly staff on the way you handled our CanLoan Reunion delegates last weekend. Everything worked very smoothly, and I hope you will pass on my thanks to all those who were involved.

Sincerely,

Maurice Carter
REUNION CHAIRMAN

MC/km

GM Canada SELECT SERVICE

A CARTER DEALERSHIP MARK OF DEPENDABILITY AND QUALITY

TIME Q

SALES SERVICE
RENTALS LEASING

Centennial Convention of the Polish Singers Alliance of America

Zjazd Stulecia Związku Śpiewaków Polskich w Ameryce

Hamilton, Ontario, Canada May 25-28 1989

PRE-CONVENTION COMMITTEE

CHAIRMAN:
John Paul

SECRETARIES:
Helen Mazurkiewicz
Adeline Wujcikowski

TREASURER:
Erwin Mazurkiewicz

COMMITTEE MEMBERS:
Edward A. Gzik
Josephine Kapuscinski
Zdzislaw Kata
Barbara Lekusz
George Lekusz
Ciara Lohr
Kazimir Morski
David P. Rutecki
Michaeline Wyrobek
Thaddeusz Zolkiewicz

Ex-Officio Members
District 9 Officers

36 Parklands Drive,
HAMILTON, Ontario.
L8K 4W7

June 5, 1989

TO: MAILING LIST

S U C C E S S !

Our Convention held May 25 - 28, 1989 was a great success. This can be attributed in part to the staff of the Convention Centre, Hamilton, Place, The Art Gallery, City Hall and the Visitors and Convention Bureau.

The Convention attendees (our count was 965) 95% of whom were from the United States were most impressed with the Convention and Concert facilities and the city. Many comments were made about feeling safe walking our downtown streets and the cleanliness of our city. A group from Syracuse, N.Y. who come to Toronto once a year are going to check out in the future what is going on in Hamilton before they go to Toronto.

I wish to thank the following who contributed to the setting of a new standard for Conventions of the Polish Singers Alliance:

....2

CONVENTION CENTRE

SAL FARRAUTO:	My first contact (Oct.3,1986). His advice and suggestions were the foundation upon which we built the Convention.
MARGARET LEES:	Her attention to detail made our Grand Ball on Saturday, May 27th, and Awards Banquet on Sunday, May 28th very elegant affairs.
THE CHEF AND SERVERS AT THE BANQUET:	An excellent dinner served with class.

HAMILTON PLACE

TOM BURROWS:	Who helped me through the rough outline of what would be required to put on the Concert at Hamilton Place.
BRIAN CRIPPS:	Who handled last minute changes to the program with dispatch.
DON STEWART AND BUTCH MUNN:	From setting up the Studio Theatre for the Choral Competitions to all the minute details in producing the Concert in the Great Hall on Sunday afternoon, Don and Butch made sure that everything was taken care of, and also advised, how to move the people on and off stage. In spite of what Hugh Fraser wrote, the Concert was a success.
GABE MACALUSO HIS STAFF AND THE LADY HAMILTON CLUB:	Gabe, one of my original contacts, helped in early stages and was there one week before the Convention to help check if anything was missed in the preparations.

To all the above and anyone, I may have overlooked THANK YOU FOR A JOB WELL DONE

John Paul

John Paul,
Pre-Convention Chairman

MAILING LIST

MAYOR ROBERT MORROW,
71 Main Street,West,
HAMILTON, Ontario.
L8P 1H4

ALDERMAN JOHN GALLAGHER,
CHAIRMAN H.E.C.F.I.
71 Main Street, West,
HAMILTON, Ontario. L8P 1H4

SAAD GHANEM,
DIRECTOR ECONOMIC DEVELOPMENT,
HAMILTON WENTWORTH REGION,
1 James Street, South, 3rd Floor,
HAMILTON, Ontario. L8P 4R5

TOM BURROWS,
DIRECTOR HAMILTON PLACE,
50 Main Street,West,
Box 2080 Station A
HAMILTON, Ontario. L8N 3Y7

SAL FARRAUTO,
SALES MANAGER,
HAMILTON CONVENTION CENTRE,
115 King Street, West,
HAMILTON, Ontario. L8P 4T9

GABE MACALUSO,
MANAGER TOURISM AND CONVENTIONS,
HAMILTON WENTWORTH REGION,
1 James Street, South, 3rd Floor,
HAMILTON, Ontario. L8P 4R5

MARGARET LEES,
EVENTS CO-ORDINATOR,
HAMILTON CONVENTION CENTRE,
115 King Street, West,
HAMILTON, Ontario. L8P 4T9

DON STEWART,
HAMILTON PLACE,
50 Main Street, West,
Box 2080 Station A.
HAMILTON, Ontario. L8N 3Y7

BUTCH MUNN,
HAMILTON PLACE,
50 Main Street, West,
Box 2080 Station A.
HAMILTON, Ontario. L8N 3Y7

BRIAN CRIPPS,
HAMILTON PLACE,
50 Main Street, West,
Box 2080 Station A.
HAMILTON, Ontario. L8N 3Y7

CC:
JOHN MISZUK,
P.S.A.A. COMMITTEE,
c/o Tim Horton Donuts,
239 King Street, West,
HAMILTON, Ontario. L8P 1A7

EVELYN ROPEL-MORSKI,
P.S.A.A. COMMITTEE,
3 - 1338 Upper Gage,
HAMILTON, Ontario. L8W 1N2

BARBARA LEKUSZ,
P.S.A.A. COMMITTEE,
22 Nelligan Place,
HAMILTON, Ontario. L8K 4X7

JUN 7 1989

Please address reply to
the Manager

Canadian Imperial
Bank of Commerce
Commerce Place
1 King St. W.
P.O. Box 360
Hamilton, Ont.
L8N 3H4

June 5, 1989

Hamilton Convention Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

Attention: Robin Laking
Events Manager

Dear Robin:

The evening was a resounding success for the CIBC. The feedback has been nothing short of fabulous. The only small concern was we did not have some seating during the reception. Our staff do stand all day and were somewhat weary at the first reception. The later reception however did not seem to be a problem with our guests. The ambience and room set up was first class.

Thank you and please extend our appreciation to all the hard working staff at the Hamilton Convention Centre.

Yours truly,

D. Banks
Service Quality Manager
Central West Region

5.3.1 **Hamilton Convention Centre Committee Minutes of May 26, 1989**

HAMILTON CONVENTION CENTRE COMMITTEE

REGULAR MEETING

Friday, May 26, 1989
0800 hours
Room 206, HCC

PRESENT: Mr. Norman Levitt, Chairman
Mr. Wm. J. Tidball, Vice-Chairman
Alderman Don Drury
Mrs. Mary Dow
Mrs. Alison VanDuzer

ALSO PRESENT: Mr. Stephen H. Dockman, Operations Manager
Hamilton Convention Centre
Mr. John A. Leuser
Director, Finance/Administration, HECFI
Ms. R. D. Laking, Events Manager
Mesdames Martha Hercus and Margaret Lees, Events Co-ordinators and Miss Irene Kovacs, Events Secretary, HCC
Mrs. B. Goddard, Secretary

Chairman's Remarks

1. Chairman's Remarks

The Chairman opened the meeting at 0800 hours and introduced himself and the committee members to the Events Department staff, who were to give an informative presentation on their work at the Convention Centre. See separate minute.

Minutes of Previous Meeting

2. Minutes of previous meeting held Friday, April 28, 1989

It was MOVED by Mrs. Dow, seconded by Mr. Tidball -

THAT THE MINUTES OF THE PREVIOUS MEETING HELD FRIDAY, APRIL 28, 1989 BE ADOPTED AS CIRCULATED TO THE MEMBERS

MOTION CARRIED

Matters Arising

3. Matters arising from previous meetings

It was established that the item included in the above agenda item has been dealt with.

Report on the Centre for April/89

4. Report of the Operations Manager on the Centre for the month of April 1989

The Operations Manager, HCC, presented his report as follows:-

..... 2

"The month of April was another tremendous month in which we exceeded our revenue budget by 30.0%. Revenue for April was approximately $325,000 which compares favourably to the budget of $250,000. The total revenue for the year to date is approximately $1,090,000 which is $220,000 or 25.3% over budget for the four month period.

"Future sales for April were $407,440 which is 31.9% over our objective of $309,000 and well above our sales of $253,615 in 1988. With the increase of $98,440 our sales for the four month period have exceeded our objective of $1,317,000 by 2.0% to a total of $1,343,466.

		No. of persons attended
Conventions	Ontario Liberal Party (March 31-April 2)	1500
	Ontario Association of Optometrists	200
	Royal Arch Masons of Canada	600
	Pollution Control Association of Ontario	400
	Rotary District 709 Conference	1000
Banquets	American Foundrymen Society - Ladies Night	516
	City of Hamilton - Annual Sports Volunteer Banquet	800
	Hamilton Board of Education Breakfast	910
Other	The Wee Two Doll Show	800
	A & P - Spectator Food Fair	16500

"Miss Cindy Cornell has been employed as the Receptionist and Mr. Bob Grubb was the successful candidate for the Maintenance Assistant position. Presently all positions have been filled.

"The replacement of the carpet is now complete. I have toured the facility with a representative of Terence Webster & Associates. A list of deficiencies has been compiled,

..... 3

which will be completed prior to requesting a release of the 10% statutory holdback."

The Operations Manager pointed out that the $1,000,000 mark in revenue had already been passed during the first one third of the year, and reported that there were two conventions scheduled in July and four in August, making the Centre much busier than usual during the summer months.

It was MOVED by Mrs. VanDuzer, seconded by Mrs. Dow -

THAT THE REPORT OF THE OPERATIONS MANAGER ON THE CENTRE FOR THE MONTH OF APRIL 1989 BE RECEIVED FOR INFORMATION AND FORWARDED TO THE BOARD OF DIRECTORS

MOTION CARRIED — Secretary

Correspondence items

5. Correspondence items

It was moved by Mr. Tidball, seconded by Mrs. VanDuzer -

THAT THE ITEMS OF CORRESPONDENCE BE RECEIVED FOR INFORMATION AND FORWARDED TO THE BOARD OF DIRECTORS

MOTION CARRIED — Secretary

Client Evaluations

6. Client Evaluations

It was moved by Mr. Tidball, seconded by Mrs. VanDuzer -

THAT THE CLIENT EVALUATIONS BE RECEIVED FOR INFORMATION

MOTION CARRIED

Marketing Services Report

7. Marketing Services Report

In answer to a query by Mrs. Dow, the Operations Manager reported that Mr. Sal Farrauto, Sales Manager for the Convention Centre, had made a request to put in a bid for the MPI conference to be held in 1990.

It was proposed that part of the bid would be for the Centre to host a luncheon and that free parking and rental would be offered. The Economic Development Department (Visitor and Convention Bureau) would host a dinner. Normally, MPI go to resort areas, but it was important for Hamilton to become known, for all intents and purposes, as a resort area.

Mrs. Dow mentioned that she is a member of the Toronto Chapter of MPI and informed the meeting that some of the

..... 4

members had never even been to Hamilton. It was agreed that the necessary effort should be made to promote the City and Region.

It was MOVED by Mr. Tidball, seconded by Mrs. Dow -

THAT THE MARKETING SERVICES REPORT BE RECEIVED FOR INFORMATION

MOTION CARRIED

Other Business

9. Other business

Liberal Party Leadership Convention

9.1 Liberal Party Leadership Convention

Alderman Drury requested the Operations Manager to give an update on progress with attempts to get the Liberal Party Leadership Convention (in June of next year) held in Hamilton. With the three HECFI facilities all in the downtown core, Hamilton would be the ideal place to hold this particular event - the only drawback at the moment was the lack of hotel rooms but there should be more by next year and busing could be provided. Even if our bid were not accepted, it would serve to give credibility and exposure to this area, with the decision makers for the future.

Motion to move in Camera

10. Motion to Move In Camera

It was MOVED by Mrs. VanDuzer, seconded by Mrs. Dow

THAT THE IN CAMERA SESSION BE CONVENED

MOTION CARRIED

Motions carried In Camera

11. Motions carried In Camera

- THAT THE CONVENTION CENTRE STAFF COMPILE A LIST OF PRIORITIES RELATING TO THE BETTER MARKETING OF THE FACILITY AND THAT THE LIST SHOULD BE KEPT AS AN ITEM ON THE FOLLOW-UP FROM EACH MEETING OF THE COMMITTEE

- THAT THE POLICY REGARDING LIMITING ACCESS TO THE CONVENTION CENTRE, AS OUTLINED BELOW, BE APPROVED AND SUBMITTED TO THE BOARD OF DIRECTORS FOR IMPLEMENTATION:

  1) THE DIRECTOR OF THE CONVENTION CENTRE SHALL HAVE THE DISCRETION NOT TO RENT ANY PART OF THE FACILITY TO A SECOND CLIENT IF THERE IS A REASONABLE LIKELIHOOD OF A SUBSTANTIAL CONFLICT WITH A FIRST CLIENT.

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2) THE DIRECTOR OR DESIGNATE WILL ARRANGE TO MEET WITH THE FIRST CLIENT TO DISCUSS CONCERNS RELATING TO THE OTHER ORGANIZATION AND SUBSEQUENTLY RECOMMEND THE SECURITY MEASURES NECESSARY TO CONTROL THE BUILDING.

3) THE SAFETY OF THOSE INDIVIDUALS IN THE FACILITY TAKES PRECEDENCE AT ALL TIMES. IF IN THE OPINION OF THE DIRECTOR OR DESIGNATE THE SAFETY OF THE PATRONS IS AT RISK, ACCESS WILL BE RESTRICTED AND ADEQUATE SECURITY AS DEEMED NECESSARY WILL BE POSITIONED.

4) UNDER NO CIRCUMSTANCES WILL ANYONE CARRYING A PLACARD BE ALLOWED INTO THE FACILITY TO DEMONSTRATE AGAINST A CLIENT. PEOPLE WILL BE ALLOWED TO DEMONSTRATE OUTSIDE AS LONG AS THEY DO NOT CAUSE A DISTURBANCE OR RESTRICT GENERAL ACCESS TO OR EGRESS FROM THE BUILDING.

5) THE SECURITY CONTROLS NECESSARY FOR ANY EVENT WILL BE DETERMINED BY THE EVENT ITSELF IN CONJUNCTION WITH THE DIRECTOR OR DESIGNATE AND THE FIRST CLIENT.

- THAT THE REPORTS OF THE SALES DEPARTMENT FOR APRIL, 1989 BE RECEIVED FOR INFORMATION AND FORWARDED TO THE BOARD OF DIRECTORS

- THAT THE IN-CAMERA REPORT OF THE DIRECTOR, FINANCE/ ADMINISTRATION FOR THE MONTH OF APRIL 1989 BE RECEIVED FOR INFORMATION AND FORWARDED TO THE BOARD OF DIRECTORS

- THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE FOUR-MONTH PERIOD TO APRIL 30, 1989 BE RECEIVED FOR INFORMATION AND FORWARDED TO THE BOARD OF DIRECTORS

- THAT, WHEN THE HECFI BOARD AUTHORIZES THE PURCHASE OF TICKETS TO AN EVENT OR DINNER FOR MEMBERS OF THE BOARD, NO ADDITIONAL COSTS BE INCURRED BY THE CORPORATION BEYOND THE COST OF THE TICKETS, UNLESS THE PRIOR APPROVAL OF THE HECFI BOARD HAS BEEN OBTAINED AND THAT THIS RECOMMENDATION BE FORWARDED TO THE BOARD OF DIRECTORS

- THAT THE MONTHLY OVERVIEW FOR APRIL 1989 AND THE CANCELLATION/LOST BUSINESS REPORT FOR APRIL 1989 (SALES DEPARTMENT) AND THE MONTHLY EVENT REVENUE REPORT OF THE FINANCE/ADMINISTRATION DIVISION TO APRIL 30, 1989 BE APPROVED AND RECEIVED FOR INFORMATION

..... 6

- THAT THE CANADIAN PARKS AND RECREATION ASSOCIATION BE ALLOWED TO SERVE DONATED WINE AT THEIR DINNER TO BE HELD AUGUST 17, 1989, TWO BOTTLES PER TABLE, WITH NO CORKAGE FEE FOR SERVICE AND THAT THIS RECOMMENDATION BE FORWARDED TO THE BOARD OF DIRECTORS

- THAT THE FIRM OF ROSS & MCBRIDE BE DIRECTED TO MAKE AN "OFFER TO SETTLE" UPON THE PLAINTIFF OF $2,500.00 IN AN EFFORT TO SETTLE THE LEGAL ACTION BETWEEN HECFI ET AL AND MRS. IRENE IVICIC AND THAT THIS RECOMMENDATION BE FORWARDED TO THE BOARD OF DIRECTORS

- THAT THE CONVENTION CENTRE PROVIDE WINE AT A COST NOT TO EXCEED $1,000.00 THROUGH A CITY OF HAMILTON GRANT, ON BEHALF OF THE UNITED STEELWORKERS OF AMERICA FOR THEIR DINNER ON THURSDAY, JUNE 15, 1989, PROVIDED THAT THE GRANT WAS INDEED CONFIRMED BY CITY COUNCIL

Date of next Meeting

12. Date of Next Meeting

It was agreed that the next meeting would take place on Friday, June 23, 1989 at 0800 hours.

Adjournment

13. Motion to Adjourn

It was MOVED by Mrs. VanDuzer, seconded by Mr. Tidball

THAT THE MEETING BE ADJOURNED AT 0940 HOURS

MOTION CARRIED

Taken as read and approved,

Norman Levitt

Norman Levitt, Chairman
Hamilton Convention Centre Committee

B. Goddard

B. Goddard
Secretary

5.4 **Hamilton Place Theatre Committee Sixth Report**

HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416/525-3100

June 30, 1989

REPORT TO THE HECFI BOARD OF DIRECTORS
FROM THE HAMILTON PLACE COMMITTEE MEETING
OF JUNE 29, 1989

The Hamilton Place Committee presents its SIXTH report for 1989 and recommends the following:

1. Roof Repleacement — ATTACHMENT

That $28,557.26 of the holdback to Schreiber Brothers, in payment for roof replacement for Hamilton Place, be released to them at this time.

The following items are submitted for information:

1. Director, Hamilton Place - Report

Mr. Burrows reported on the New Faces '89 program. This years program involves 3 cabaret evenings which will be presented for a 3 week run at the Players' Guild, as well as for several hotels, business and service clubs. The performers will also be featured in the Piano Nobile lounge at Hamilton Place during intermissions at all of the summer musicals being offered in the Great Hall. The annual student musical, Bye Bye Birdie, played to capacity audiences in the Studio Theatre. The shortfall of $3815 will be covered by a prior decision of the Hamilton Place Committee to provide funding from Innovative Programming. Mr. Burrows also reported that the results of the recent audience survey undertaken by Hendershot Associates will be available in a week's time, and will be summarized for presentation to the Committee by Mr. Burrows and Mary Webb.

2. Marketing Services Report, June 1989

The Marketing Services Report for June, 1989 was received for information.

3. Assistant Director, Hamilton Place - Report

The report of the Assistant Director of Hamilton Place was received for information.

4. New Business - Hamilton Performing Arts Foundation

The Committee acknowledged the availability of funds under the Hamilton Performing Arts Foundation, and requested Mr. Burrows to present proposals for the expenditure of those funds at a future Committee meeting.

5. Correspondence

The Committee received Mr. Burrows' memo to Hamilton Place staff regarding Smoking in the Workplace for information.

W. McCulloch per MT

Alderman W. McCulloch

Marsha Taylor

Marsha Taylor, Secretary

HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416 525-3100

FROM: Thomas B. Burrows
Director, Hamilton Place

DATE: June 30, 1989

FOR: ACTION XX INFORMATION _____

TO: Board XX Committee _____

RECOMMENDATION:

That $28,557.26 of the holdback to Schreiber Brothers, in payment for roof replacement for Hamilton Place, be released to them at this time.

BACKGROUND:

Approval is required from the HECFI Board in order to release part of the holdback funds on the contract with Schreiber Brothers. The contract was for $340,743.75. A total of $34,074.38 remains to be paid to Schreiber Brothers and represents the statutory holdback on this contract.

M E M O R A N D U M

June 16, 1989

TO: Tom Burrows

FROM: Robert Ellison

SUBJECT: Assistant Director's Report #1

1. Audience Development - School Programming

Financial results for the first half of 1989 are now complete. Although the number of students and the variety of shows they have seen is impressive, the cost of achieving this objective is higher than expected. Six out of ten of the productions presented fell below their revenue projections for a total of $8,882.57.

The shows that have been lined up for the fall should have greater appeal which will reduce the deficit incurred so far.

2. Banner Replacement

Preparing the tender specifications for the replacement of the Great Hall banners is now under way. A Tender Call is expected to be made by July.

This project was previously approved for funding in the amount of $120,000. The cost of engaging Trevor Garwood-Jones to supervise this work increased this amount to $130,000.

3. Roof Replacement

Approval is required from the HECFI Board in order to release part of the holdback funds on the contract with Schreiber Bros.. The contract was for $340,743.75. A total of $34,074.38 remains to be paid to Schreiber Bros. and represents the statutory holdback on this contract. Of this amount, I would like to make the

RECOMMENDATION that $28,557.26 of the holdback to Schreiber Bros. be released to them at this time.

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MEMO TO: Mrs. M. Taylor, Secretary
HAMILTON PLACE COMMITTEE

Mr. T. Burrows, Director
HAMILTON PLACE THEATRE

COPY TO: Mr. J. Leuser, Director
FINANCE & ADMINISTRATION DEPARTMENT

FROM: Patricia Bennett
Secretary to the Board of Directors

DATE: June 6, 1989

SUBJECT: **EXPENDITURE OF FUNDS FROM THE HAMILTON PERFORMING ARTS FOUNDATION INC.**

At the May 19, 1989 Annual Meeting of the Hamilton Performing Arts Foundation Inc. the Board carried the following motion:

> **THAT THE ISSUE OF EXPENDING FUNDS FROM THE HAMILTON PERFORMING ARTS FOUNDATION INC. FOR SPECIFIC EVENTS BE REFERRED TO THE HAMILTON PLACE COMMITTEE FOR REVIEW.**

Respectfully submitted,

P. Bennett

Patricia Bennett

HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416/525-3100

May 31, 1989

MEMORANDUM

TO: All Hamilton Place Staff

FROM: Thomas B. Burrows, Director
Hamilton Place Theatre

SUBJECT: Smoking in Hamilton Place Administration Area
(including Xerox Room and Board Room)

This is to remind all staff that on May 12, 1987, City Hall adopted a policy which banned smoking in all civic departments and city owned facilities commencing July 1st, 1987.

It has been brought to my attention through a written complaint to the Smoking Control Officer, Lloyd Staley, that those of us who do smoke have been in violation of the ban as it pertains to the administration area.

Smoking is permitted in the Director's office when the door is closed and in the office of the Manager of Marketing Services with the door closed. With the exception of these designated offices, those wishing to smoke are reminded that smoking is limited to the wash rooms.

Some staff members including the Director have carried lighted cigarettes from designated smoking areas through the no smoking open office area. This practice will stop immediately.

Please find attached the policy adopted by Council and a memorandum from the City Clerk's Department regarding the designated smoking areas in City Hall.

Also attached is the smoking policy pertaining to Committees which does include meetings of the Hamilton Place Committee.

Your cooperation in this matter is appreciated.

Thomas B. Burrows
Director, Hamilton Place

pc: Lloyd Staley, Smoking Control Officer
The Hamilton Place Committee Agenda: Correspondence

5.4.1 **Hamilton Place Theatre Committee Minutes of May 25, 1989**

HAMILTON PLACE COMMITTEE
May 25, 1989

REGULAR SESSION

PRESENT: Alderman W. McCulloch, Chairman
Mr. F. DeNardis
Mrs. M. Dow
Alderman T. Jackson
Alderman H. Merling
Mr. w. Tidball

ALSO PRESENT: Mr. T. Burrows
Mr. R. Ellison
Mr. J. Leuser

REGRETS: Alderman J. Gallagher

1. CHAIRMAN'S REMARKS

Alderman McCulloch called the meeting to order at 8:12 a.m.

1.1 REPORT OF THE IN CAMERA MEETING

- THAT THE IN CAMERA SESSION OF THE HAMILTON PLACE COMMITTEE BE CONVENED AT 9:30.
- THAT THE IN CAMERA MINUTES OF APRIL 27, 1989 BE APPROVED AS CIRCULATED.
- THAT THE STATUS REPORT ON ADVANCE BOOKINGS/CONTRACTS BE RECEIVED FOR INFORMATION AND THAT A FULL REPORT BE MADE TO THE HECFI BOARD THAT BOOKINGS AT ALL THREE FACILITIES BE COMPUTERIZED.
- THAT THE HAMILTON PLACE FINANCIAL AND STATISTICAL REPORT FOR APRIL 1989 BE RECEIVED FOR INFORMATION.
- THAT THE REPORT OF THE DIRECTOR OF FINANCE AND ADMINISTRATION FOR THE MONTH OF APRIL BE RECEIVED FOR INFORMATION.
- THAT THE LATEST MARQUEE DESIGN CONCEPT BE RECOMMENDED TO TO THE BOARD.
- THAT THE REPORT ON THE TIVOLI THEATRE BE RECEIVED FOR INFORMATION.
- THAT THE IN CAMERA SESSION OF THE HAMILTON PLACE COMMITTEE BE ADJOURNED AT 10:30 A.M.

2. MINUTES OF APRIL 27, 1989

MOVED by Mr. Tidball,, seconded by Mrs. Dow

THAT THE MINUTES OF APRIL 27, 1989 BE APPROVED AS CIRCULATED.

MOTION CARRIED.

3. BUSINESS ARISING FROM THE MINUTES

Nil.

4. DIRECTOR, HAMILTON PLACE - REPORT

Mr. Burrows indicated that his main concern at this time was the selling of the five major shows over the next several months. There is a lot of interest in the community in them but this is not yet reflected at the box office. THE ODD COUPLE has sold 3500 tickets but needs to sell 8,000 to break even. The other shows have more lead time for selling purposes. He and Mary Webb are investigating

a proposal that would have inserts placed in some of the Toronto papers rather than advertising. Mrs. Dow recommended that flyers on shows be handed out at other events in the Great Hall. Alderman Merling offered to distribute a quantity of material at the airport.

5. MARKETING SERVICES REPORT FOR MAY 1989

MOVED by Alderman Merling, seconded by Mrs. Dow

THAT THE MARKETING SERVICES REPORT FOR MAY 1989 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. ASSISTANT DIRECTOR, HAMILTON PLACE - REPORT

MOVED by Alderman Jackson, seconded by Mr. DeNardis

THAT THE REPORT OF THE ASSISTANT DIRECTOR OF HAMILTON PLACE BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

7. NEW BUSINESS

Nil.

8. OTHER BUSINESS

Mr. Burrows stated that a full updated report on outstanding tenants' accounts would be made available to the next Executive Committee meeting.

9. DATE OF NEXT MEETING

The next meeting of the Hamilton Place Committee will take place on Thursday, June 29 at 8 a.m. in the Hamilton Place Board Room.

10. ADJOURNMENT

MOVED by Mr. Tidball, seconded by Alderman Jackson

THAT THE REGULAR SESSION OF THE HAMILTON PLACE COMMITTEE BE ADJOURNED AT 10:30 A.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

Alderman W. McCulloch, Chairman

R. Ellison, Acting Secretary

6.1 **1990 Memorial Cup**

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

M E M O R A N D U M

FOR ACTION: XXXX

TO: H.E.C.F.I. Board of Directors
Attn: Ms. P. Bennett, Secretary

COPIES TO: Mr. J. A. Leuser

FROM: Mr. John T. Crane
Director, Copps Coliseum

DATE: July 18, 1989

SUBJECT: **199Ø Memorial Cup**

RECOMMENDATION:

- That $5,ØØØ. be approved to assist in funding the preparation and implementation of the bid presentation and reception for the 199Ø Memorial Cup.

- The H.E.C.F.I. Executive Committee recommend the method of financing.

BACKGROUND:

- The Director attended a meeting at City Hall on July 18, 1989, with officials from the City and the Dukes of Hamilton Hockey Club.

- The purpose of the meeting was to review the Bid Criteria for the hosting of the 1990 Memorial Cup. The host club, namely The Dukes of Hamilton, is required to submit the bid.

- It was determined at that meeting, that a sum of approximately $15,000. would be required in order to prepare and submit the bid which will take place in Sudbury, Ontario in mid-August. It was recommended that The Dukes of Hamilton, the Regional Economic Development Department and H.E.C.F.I. share the cost of preparing and submitting this bid.

Respectfully submitted,

John T. Crane,
Director,
Copps Coliseum.

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Friday, August 18, 1989
8:00 A.M.
Hamilton Convention Centre
Albion C

URBAN MUNICIPAL

SEP 15 1989

GOVERNMENT DOCUMENTS

REGULAR AGENDA

1. **Chairman's Remarks**

2. **Correspondence** — Attachment 2

   2.1 August 11th Correspondence to Mr. Macaluso from Mrs. M. Dow

3. **Minutes of July 21, 1989** — Attachment 3

   3.1 Errors or Omissions
   3.2 Motion to Approve

4. **Business Arising From the Minutes**

   Nil

5. **Committee Reports/Minutes**

   5.1 Executive Committee Eighth Report — Attachment 5.1
   5.1.1 Executive Committee Minutes of July 12, 1989 — Attachment 5.1.1

6. **New Business**

7. **Other Business**

8. **Date of Next Meeting:**

   Friday, September 15, 1989
   Hamilton Convention Centre
   Room 314

9. **Adjournment**

Patricia Bennett
Secretary to the Board of Directors
August 15, 1989

I

5.1 Executive Committee Eighth Report

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

REPORT TO THE HECFI BOARD OF DIRECTORS
OF THE HECFI EXECUTIVE COMMITTEE
MEETING OF AUGUST 9, 1989

The HECFI Executive Committee presents its **EIGHTH** Report and respectfully recommends:

1. Job Description for Director of Marketing/Promotion

That the job description as prepared for the Director of Marketing/Promotion be referred to the Managing Director/CEO for his comments, together with the job description for the Director of the Hamilton Convention Centre, with said comments to be presented at the next HECFI Executive Committee meeting.

Note: The job description for the Director of Marketing/Promotion is attached as **Schedule "A"**.

2. Marketing Services Report

That marketing personnel be requested to attend the next Hamilton Place Committee meeting to discuss the Marketing Report and related matters.

Note: Hamilton Place Committee will also ascertain if the 1/2 price last minute Seat Sell-Off campaign for the musicals should be repeated or modified.

Note: The Marketing Services Report is attached as **Schedule "B"**.

3. HECFI Special Events Subsidy Fund
Guidelines and Procedures

That management recommend only those applications for subsidization which meet the guidelines of the HECFI Special Events Subsidy Fund, but advise on the application form if the organization is requesting additional assistance beyond the guidelines.

Note: The HECFI Special Events Subsidy Fund Guidelines and Procedures is attached as **Schedule "C"**.

4. HECFI Special Events Subsidy Fund Application -
United States Air Force Band - Hamilton Place

That subsidy for the United States Air Force Band, October 7 and 8, 1989 be approved for minimum rent only in the amount of $4,400. for two performance days in Hamilton Place Theatre; and

That HECFI be acknowledged as a sponsor of the events in all advertising and promotion relative to the event.

Note: The application form is attached as **Schedule "D"**.

5. Donated Wine - Canadian Parks and Recreation Association Conference - Additional Requests

That the Canadian Parks and Recreation Association be allowed to serve donated wine, two bottles per table, with no corkage fee for service, at each of the two dinners to be held on August 11th and August 14th, 1989.

Note: The background is attached as **Schedule "E"**.

6. Correspondence Received from Ross & McBride

That the correspondence from Ross & McBride dated July 28, 1989 with respect to the proposal for legal services be acknowledged in writing by management as received and accepted.

Note: Correspondence is attached as **Schedule "F"**.

7. Financial Projection of Operating Results to December 31, 1989

That the performance of The King and I, September 26 - October 1, 1989 be cancelled.

Note: The financial projection of operating results to December 31, 1989 is attached as **Schedule "G"**. The projection indicates that HECFI overall is forecasted to have an overall budgetary deficit of approximately $220,000. Mr. Thomas Burrows, Director of Hamilton Place, provided the Committee with highlights from a nationwide survey, copies of which will be distributed at the next Hamilton Place Committee meeting.

8. Hamilton Place Marquee

That the following recommendation of Mr. J. Pook, Horticulturist of the Parks Division be accepted:

(1) removal of the existing 5 trees, including the stumps, at a total cost of $1,000; and

(2) plant 5 new trees in the downtown core on a Regional Road at a total cost of $1,250.

Note: The cost of the above recommendation would be considered as part of the total capital cost of installing the Hamilton Place Marquee. The background information is attached as **Schedule "H"**.

The following are items for information only:

1. Consolidated Unaudited Operating Results for the Six Month Period Ended June 30, 1989

1.1 For HECFI

Attached as Schedule "I".

1.2 For CUP

Attached as Schedule "J".

2. Financial Analysis of the Special Events Subsidy Reserve Account

Attached as Schedule "K".

3. Summers Lane

The need for improvements to Summers Lane was briefly discussed. Mr. Dockman will speak with Mr. Pavelka at the City regarding an unsightly garbage bin outside of the Hamilton Convention Centre and then advise the Chairman of the progress made.

RESPECTFULLY SUBMITTED

John Gallagher per JM

ALDERMAN JOHN GALLAGHER, CHAIRMAN
HECFI EXECUTIVE COMMITTEE

J Mills

Joan Mills
Committee Secretary

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

REF:

JOB FACT SHEET

This questionnaire asks you about your job–what you do. It is not concerned with your performance on the job. Please take time (we estimate about one hour) to complete it accurately. Attach extra pages or examples if necessary.

When you have finished, give it to your immediate supervisor. Your supervisor will review it with you. Each of you sign it when you are satisfied with it. Then return one legible copy as directed.

1 POSITION IDENTIFICATION

Organization Hamilton Entertainment and Convention Facilities
Division or Department Corporate

Name _____
Position Title Director of Marketing/Promotion
Title of Immediate Superior Managing Director/ Chief Executive Officer

Branch or Section Marketing Services
Location _____
Date July, 1989

Approved _____ (Employee) _____ (Supervisor) _____ (Manager)

2 JOB DESCRIPTION

Consider the major activities or responsibilities you undertake (usually 3 to 6 of them). Describe each of them, by a phrase, at the top of each box. Estimate (to the nearest 5%) the percentage of time per year you spend on each. Then describe each activity using details or examples.

See attached Schedule I for detailed description of activities

Activity A: Plan, Organize, Manage, Control and Evaluate The Marketing Services Plan and Budget (25 %)

▶

Activity B: Plan, Organize, Manage, Control Creative Marketing Concepts and Campaigns (20 %)

▶

Activity C: Attract and Meet with Interested Groups to Further the Potential Usage of the Three Facilities (20 %)

▶

Activity D: Create and Maintain Good Public Relations (10 %)

▶

Activity E: Direct and Administer the Personnel in the Marketing Services Department (15 %)

▶

Activity F: Other Activites (10%)

3 EDUCATION AND SPECIFIC TRAINING

(a) **What should be the minimum schooling or formal training for a new person on this job.?**

University Degree in Marketing Promotion or Equivalent

(b) **Is a Provincial or other vocational or professional certification or degree:** **Mandatory** ☐ **Preferred** ☐ **Please Specify:** _____

(c) **What special skills or training are needed to perform job or operate equipment?**

Extensive experience in dealing with advertising and public relations agencies is required.

Develop and maintain co-operative working relationships with management team, Board, staff, clients and media.

4 EXPERIENCE

How much concentrated, "on-the-job" learning time should be required for a new person with education as in 3 to achieve competence on this job? (Experience may be gained on this and/or preceding jobs.)

About: 1 month ☐ 3 months ☐ 6 months ☐ 1 year ☐ 2 years ☐
3 years ☐ 5 years ☐ 7 years ☐ 10 years ☒ More ☐

5 INITIATIVE (INDEPENDENCE OF ACTION)

(a) List 3 decisions you make or duties you perform without reference to superiors or subsequent checks.

1. Implementation of Marketing Services Plan
2. Administration and Management of Marketing Services Staff
3. Liasion Activities – City, Province, ~~National and International~~

(b) List 3 decisions on which you seek consultation with, or approval from a superior.

1. Personnel Matters
2. HECFI Policies
3. Changes to Marketing Services Plan

(c) What guidelines, procedures, manuals etc. are available to guide your decision-making and actions?

Human Resources Centre Policy Manual

HECFI Administrative Policies

(d) What financial responsibilities does your job involve? e.g. budget of $50,000; sales of $200,000.

A Marketing Services Budget of $710,000.

6 IMPACT OF ERRORS

Describe 2 typical major errors that could **reasonably** be made in your job, **even with due care.** Indicate the worst consequences e.g. waste, delays, time lost, money lost, injury, damage, effect on people.

1. Misreading direction/wishes of HECFI Board/C.E.O. resulting in loss of credibility/ confidence.
2. Failure to properly assess overall needs/programs resulting in loss of revenue, credibility and prestige to HECFI.

7 WORKING WITH OTHERS (Excluding those supervised–See 9)

With whom are you required to work in doing your job? Use titles.

	Position Contacted	How Often	Purpose
(a) Within organization	Managing Director/CEO	Regular	Policies/Programs
	Management Team	Frequent	Program/Budget Concerns
	Board/Committees	Regular	Meetings and Programs
	Marketing Services Staff	Regular	Management and Supervision
(b) Outside organization	Media – City, National, International	Regular	Programs/PR
	Ad Hoc Advertising Agency	Regular	Implementation of Various Programs
	Local Tourism, Business and Labour Groups	Regular	Facilitate Bookings

8 SUPERVISION EXERCISED

Note and describe any supervisory duties which you exercise.

(a) Assign and check work of others doing similar work to yours. Who? Marketing Services Staff

(b) Provide technical guidance to other staff. Who? Provide technical guidance to Management Team and Sales Staff

(c) Supervise a small group: assign the work to be done, the methods to be used, take responsibility for all the work of the group. Marketing Services Staff

(d) Direct the work, practices, procedures of a major work unit. Establish the unit's priorities, control budgets and costs, work quality. Marketing Services Staff

(e) Other (specify) _____

9 EMPLOYEES SUPERVISED

Indicate the total number of staff for whose work you are fully accountable.

	1-3	4-10	11-20	21-30	31-60	61-150	151 Plus
Full-time Employees		X					
Part-time Employees							

Full-time Equivalent _____

10 PHYSICAL AND VISUAL DEMANDS

Check the appropriate level(s)

Condition	Percent of Time				
	0%	Under 20%	20-40%	40-70%	Over 70%
Few exceptional demands (e.g. typical office)				X	
Climbing, lifting, etc. eg. _____					
Heavy physical effort eg. _____					
Intense visual concentration eg. _____				X	

11 WORKING CONDITIONS

(a) Give examples of any unpleasant aspects, e.g. heat, cold, fumes, noise, outside work, infection, danger.

Comparable to standard office. Good office conditions

Minor disadvantages, e.g. _____

Major unpleasant aspects, e.g. _____

(b) What is your scheduled work week? Due to the nature and responsibility of the job the incumbent is required to work beyond the normal 35 hour work week, hrs.

What, if any, shift work do you have? i.e. meeting with clients

Other unusual hours? On call? _____

(c) Travel out-of-town: % time away? Business Development/Conferences (15 %)

Driving vehicle: % time? _____ (%)

12 **CONFIDENTIALITY**

Confidentiality considers the integrity and discretion necessary to safeguard confidential data handled or obtained in the normal performance of your duties. Place a check mark beside the paragraph that most appropriately describes your situation. If you feel further explanation is required or none of these categories is applicable, please comment in the space below.

If applicable, describe the impact of disclosure of confidential information in the space below.

☐ **Regular work involves little or no contact with confidential data or information.**

☐ **Occasional contact (i.e., monthly) with some confidential information where disclosure may have a moderately adverse internal and/or external effect.**

OR:

☐ **Regular contact (i.e, daily) with substantial confidential information where disclosure would have an embarrassing, but not necessarily harmful, effect, either internally or externally.**

☒ **Regular work with confidential data. Disclosure would have a harmful effect on the organization.**

IMPACT/COMMENT:

1. Loss of Trust and Credibility

2. Heavy Loss of Clientele and Revenue

3. Major Political Implications and Embarrassment

4. Media Reporting Detrimental if Contentious Matters Were Leaked

5. Detrimental to HECFI Board and Staff Relations

6. Confidentiality of Pre-booking Negotiations and Policies is Imperative

Schedule I

Activity A - Plan, Organize, Manage, Control and Evaluate The Marketing Services Plan and Budget

25%

- Responsible For:

(1) planning and preparing the Marketing Services Plan and Budget for the three facilities in consultation with the Management Team and Sales Staff. The Marketing Services Plan and Budget must complement and support the sales effort and objectives of each facility; and

(2) monitoring, controlling and evaluating the effectiveness of marketing/promotional expenditures on a continual basis; and

(3) advising the Facility Directors and Sales Staff, as required, with the preparation and presentation of bids for special events and conventions.

Activity B - Plan, Organize, Manage, Control Creative Marketing Concepts and Campaigns

20%

- Responsible For:

(1) planning and implementing all creative marketing concepts and campaign in close association with the Director of each facility and their sales staff; and

(2) the production of all marketing tools (print ad, radio and television commercials, brochures, etc.) in consultation with the Facility Directors utilizing in-house personnel as an advertising agency to be supplemented by services to be provided by an external advertising agency on an ad hoc basis; and

(3) providing a media buying service for the Facility Directors and Promoters in terms of scheduling and supervising the day to day insertions in local and out of town media. This can involve co-presentation negotiations with media.

Schedule I

Activity C - Attract and Meet with Interested Groups to Further the Potential usage of the Three Facilities

20%

- Responsible For:

(1) meeting with local tourism and business groups to further the potential usage of the three facilities; and

(2) through advertising, direct mail and personal contact to stimulate interest of regional, national, USA, and international associations and trade shows, sports and entertainment promoters, agents, etc. to use HECFI facilities; and

(3) assisting the Facility Directors and Sales Staff, as required, with the preparation and presentation of bids for special events and conventions.

Activity D - Create and Maintain Good Public Relations

10%

- Responsible For:

(1) creating public relations campaigns to cover media releases and special events to publicize the facilities; and

(2) establishing and maintaining a good professional relationship with members of the media; and

(3) organizing and co-ordinating press conferences.

Activity E - Direct and Administer the Personnel in the Marketing Services Department

15%

- Responsible For:

(1) delegating, supervising and providing direction to:

- a Marketing Services Manager
- three Advertising/Promotions/Public Relations Co-ordinators
- an Administrative Assistant/Secretary

(2) ensuring that HECFI's personnel policies and procedures are adhered to, including the recording, monitoring and reporting of absences, vacations and overtime.

Schedule I

Activity F - Other Activities

10%

- Responsible For:

(1) keeping the Management Team and Sales Staff regularly advised on publicity, advertising and promotional activities of the three facilities; and

(2) preparing and presenting monthly status reports on Marketing to HECFI Standing committees and the Board; and

(3) providing a clipping service for the three facilities; and

(4) perform such other duties as assigned by Managing Director/CEO.

Hamilton
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and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

FOR INFORMATION

MEMO TO: Copps Coliseum Committee
Hamilton Place Theatre Committee
Hamilton Convention Centre Committee
H.E.C.F.I. Executive Committee

FROM: Mary Webb, Marketing Services Manager

DATE: July 18, 1989

SUBJECT: **MARKETING SERVICES REPORT - JULY 1989**

Since the June report, Mary Webb and Bryan Cripps have been busy planning and implementing a 1/2 price last minute Seat Sell-Off campaign for Sugar Babies and a 1/2 price offer to various local corporations for Chorus Line and Evita. David Watkins has been involved with NBA Chicago vs. New Jersey game, International Joint Commission and the 1990 Memorial Cup Hockey Bid.

Details on the marketing promotion for all three H.E.C.F.I. facilities are outlined on the following pages.

COPPS COLISEUM

WORLD JUNIOR HOCKEY BID JUNE 21 SITE INSPECTION

- David Watkins organized itinerary and hosted three (3) members of Canadian International Hockey Committee.

- Toured three (3) hotels, Copps Coliseum and Hamilton Convention Centre.

- David Watkins hosted lunch for delegates and bid committee members at the Hamilton Convention Centre which included a speech by Mayor Morrow and video presentation as well as official submission of bid package. Decision to be made by August 1.

NBA - CHICAGO VS NEW JERSEY OCTOBER 17, 1989

- David Watkins designed mail order form and is now distributing forms.

- David Watkins is working with promoter to recruit corporate sponsorship.

- Has meet with Ontario Basketball Association and local b-ball interests regarding their promotional assistance (ie: program, clinics, officials, etc.)

1996 OLYMPICS

- David Watkins hosted June 28 site inspection by West German journalists and a Toronto Ontario Olympic Committee representative regarding use of facility during Olympics.

COPPS COLISEUM continued...

MEMORIAL CUP

- David Watkins is working on bid for 1990 Memorial Cup. Presentations to be made in Sudbury on Wednesday, August 9. Bid components to be similar to World Junior bid (i.e. printed presentation, video and incentives)

SIGNAGE

- Time of day clock on sound/light booth verbally sold to CHML/CKDS for $10,000.00 per year over 3 years.

- All facia signs now in place except one sold to The Spectator.

INTERNATIONAL JOINT COMMISSION

- David Watkins has been asked to participate by Dennis Carson. Involves preparation for upcoming IJC conference October 11 through October 14, 1989.

- David Watkins has been assigned to welcome, corporate and media committees.

HAMILTON PLACE THEATRE

SUGAR BABIES

- A 1/2 price last minute seat sell-off campaign has been targeted at those "borderline" possible patrons. Large retail ads were run in Spectator and Brabant papers offering mezzanine and balcony seats at 1/2 price $13.50 and $15.50, for evening performance only. Similar campaigns were run on CKDS and CKLH radio stations. Three Hundred and Seventy Five (375) discounted tickets had been sold up to July 18. All sales are being closely monitored.

- Interviews with Mimi Hines and Phil Ford were set-up with Spectator, CKPC radio and CKLH radio. Seniors magazine July issue carried a feature interview on Hines and Ford.

- Special radio programs were set-up on CKLA, CKLH and CFMU radio stations featuring a one hour broadcast promoting Sugar Babies.

- Radio and television campaign kicked in July 3. Extra free promotion was obtained on all stations.

- Print campaign began June 22 and runs through July 22 in Spectator, St. Catharines, Brantford and Brabant newspapers.

1/2 PRICE PROMOTION TO CORPORATIONS

Stelco, Procter and Gamble, Spectator, Hamilton Street Railway Company and City of Hamilton employees have been offered mezzanine and balcony seats at 1/2 price ($13.50 and $15.50) for Chorus Line and Evita evening performances. Individual flyers for each company were produced and distributed to all employees. As of July 18 two hundred and fifty six (256) tickets had been sold on this offer with Procter and Gamble and Westinghouse leading. Sales are monitored on a daily basis.

HAMILTON PLACE continued...

CHORUS LINE

- 1/2 Price Last Minute Seat Sell-Off retail ads are scheduled for the Spectator and Brabant papers July 26 and 27 with similar campaigns running on radio stations.

- Interviews have been set-up with Donna McKechnie and the Spectator, CHML, CKOC, CKPC and CHCH-TV.

- Opening night coverage on CHCH-TV is being arranged.

- Radio and television campaigns started July 17 running through August 6.

- Over $6,000.00 in free promotion is anticipated from CHML/CKDS on their presents promotion with $15,000.00 in free promotion from the CHCH-TV presents.

HENDERSHOT RESEARCH CONSULTANTS

- Final report on the Hamilton Place market study is due July 26.

OK & D

- Publication ads ran in July issues of Billboard, Variety and Pollstar.

HAMILTON CONVENTION CENTRE

MIRAGE DISPLAY

Based on the results of a meeting between representatives of TDF artists and Bryan Cripps, primary photography has begun for the Mirage Display. An initial photo of the City was submitted and rejected. A second shoot is now being scheduled.

CONTACT GROUP

A meeting is being set for the week of July 17th between the Director of Operations, the Sales Manager and Bryan Cripps to finalize details for the interviewing of six highly experienced representatives of the Meeting Planner's profession. It is hoped this will broaden the Convention Centre's knowledge of this important market segment.

OK & D

Full page publication ad ran in July issue of Meeting Planners International magazine.

Respectfully submitted,

Mary Webb
MARKETING SERVICES MANAGER

MW/cb

Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule "C"

FROM John A. Leuser, Director of Finance and Administration (Name & Title) DATE July 26, 1989

FOR ACTION ☐ FOR INFORMATION ☒ File No. _____

TO: BOARD ☐ (OR) HECFI Executive Committee ☒

SUBJECT

HECFI Special Events Subsidy Fund Guidelines and Procedures

Comment

As requested by the Committee, I have attached the HECFI Special Events Subsidy Fund Guidelines and Procedures which were re-approved by the HECFI Board on May 20, 1988. These guidelines and procedures were initially established in May, 1987.

John A. Leuser

John A. Leuser, C.A.
Director of Finance
and Administration

JAL:jm
attach.

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HECFI SPECIAL EVENTS SUBSIDY FUND

GUIDELINES & PROCEDURES

CRITERIA TO QUALIFY:

- For an event to qualify as a "Special Event" in one or more of the HECFI facilities (Hamilton Place Theatre, Hamilton Convention Centre, Copps Coliseum) for subsidization from the **HECFI SPECIAL EVENTS SUBSIDY FUND**, it **must** be an event which will provide a direct benefit to the City of Hamilton, the local economy and community at large (Example: major conventions, political conventions, national and international events, some special local events).

- Final determination as to whether an event qualifies as a "Special Event" and the amount of subsidization is subject to the approval/rejection of the HECFI Board of Directors.

LIMITATIONS OF SUBSIDIZATION:

- if a request/proposal is approved as a "Special Event" the following should be the limitations of subsidization:

  - the **maximum** subsidization should be limited to the full normal licence/rental fee for the use of the facility(ies);

  - **never** subsidize Event Staff and Event Sheet Charges as these are actual out-of-pocket operating costs of the facility(ies);

  - **never** subsidize Ticket Box Office charges;

  - **never make any financial** contribution/donation to the event.

*If the City of Hamilton wants to go beyond the above, it should be done totally separately and out of another budget area.

PROCEDURE TO SCREEN REQUESTS:

- **All** requests/proposals for subsidization that involves the use of one or more of the HECFI facilities, whether originating internally or externally, **must** be re-directed immediately to the HECFI Managing Director/Chief Executive Officer.

- The HECFI Managing Director/Chief Executive Officer in conjunction with the pertinent facility Director(s) will then contact the person(s)/organization directly and proceed to collect the information in writing in order to assist in documenting and determining why it is felt that the event should or should not qualify to be a "Special Event" and be eligible for subsidization.

- Some person(s)/organization(s) will be required to document in writing why it is felt that their event should qualify to be a "Special Event".

- The HECFI Managing Director/Chief Executive Officer in conjunction with the pertinent facility Director(s) will then prepare the **HECFI SPECIAL EVENTS SUBSIDY FUND APPLICATION FORMS** including their recommendation of approval or rejection.

- All **HECFI SPECIAL EVENTS SUBSIDY FUND APPLICATION FORMS**, regardless of whether the HECFI management recommendation is for approval or rejection will be brought forward to the HECFI Executive Committee for its review and consideration.

- The HECFI Executive Committee will then bring forward its recommendation to the next HECFI Board of Directors meeting.

- Those events which qualify and are approved by the HECFI Board of Directors as "Special Events" and are to receive some subsidization from the **HECFI SPECIAL EVENTS SUBSIDY FUND** will then be referred back to HECFI management for implementation.

MISCELLANEOUS:

- The "Special Event" user **must** acknowledge in its advertising/promotional material the assistance of THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. and THE CORPORATION OF THE CITY OF HAMILTON.

- Whenever subsidization is approved for a "Special Event", the subsidization amount will be transferred out of the **HECFI SPECIAL EVENTS SUBSIDY FUND** over to the pertinent facility(ies) to off-set what would otherwise be a loss of normally anticipated revenue.

July, 1989

Schedule "D"

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MEMO TO: Mr. Thomas B. Burrows
Director of Hamilton Place

FROM: Heidi Evans
Acting Secretary, HECFI Executive Committee

DATE: July 18, 1989

SUBJECT: United States Air Force Band
Special Event Subsidy Fund Application

You may recall that at the HECFI Executive Committee meeting on July 12, 1989, the following motion was passed:

> **THAT THE SPECIAL EVENT SUBSIDY FUND APPLICATION FROM THE UNITED STATES AIR FORCE BAND BE REFERRED BACK TO THE NEXT SCHEDULED HECFI EXECUTIVE COMMITTEE MEETING FOR FURTHER DISCUSSION.**

Management was asked to answer the following questions raised during the meeting and bring all available documentation to the next scheduled HECFI Executive Committee meeting.

a) Are there alternate sources of revenue available?
b) What is the organization all about?
c) If the organization is not subsidized, will they still perform?

It was also requested that copies of HECFI's policy outlining the criteria for Special Event Subsidy Fund Applications be available for review.

Heidi Evans

Heidi Evans

cc: Ms. Patricia Bennett
Secretary, HECFI Board
Mr. John A. Leuser, C.A.
Director of Finance
and Administration

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HECFI SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

1. **EVENT NAME:** U. S. AIR FORCE BAND

2. **EVENT DATE(S):** October 7 & 8, 1989

3. **FACILITY(IES):** Hamilton Place - The Great Hall

4. **HECFI MANAGEMENT RECOMMENDATION:**

That subsidy for this event be approved for minimum rent only in the amount of $4400 for two performance days in Hamilton Place Theatre; and

that HECFI be acknowledged as a sponsor of the events in all adverting and promotion.

Hamilton Entertainment and Convention Facilities Inc manages and operates The Hamilton Convention Centre, Hamilton Place Theatre and Copps Coliseum on behalf of The Corporation of The City of Hamilton

4. HECFI MANAGEMENT RECOMMENDATION (Cont'd):

5. FOR WHAT REASON(S) DOES HECFI MANAGEMENT FEEL THAT ITS FACILITY BUDGET MERITS FINANCIAL ASSISTANCE FOR THIS EVENT? INDICATE WHAT REVENUE HECFI WILL RECEIVE FROM THIS EVENT AND WHY IT IS INSUFFICIENT?

Hamilton Place recommends that overhead for this event be reimbused from the Special Events Subsidy in support of this worthy community project, which is co-sponsored by the Hamilton Spectator.

6. **HECFI EXECUTIVE COMMITTEE RECOMMENDATION:**

That subsidy for the United States Air Force Band, October 7 and 8, 1989 be approved for minimum rent only in the amount of $4,000. for two performance days in Hamilton Place Theatre; and

That HECFI be acknowledged as a sponsor of the events in all advertising and promotion relative to the event.

Date: August 9 ,19 89

7. **HECFI BOARD OF DIRECTORS RECOMMENDATION:**

Date: _____,19__

8. **PERSON(S)/ORGANIZATION REQUESTING SUBSIDIZATION:**

THE CORPORATION OF THE CITY OF HAMILTON
Full Legal Name Required of Person(s)/Organization(s)

Address: 71 Main Street, HAMILTON, ONTARIO

Postal Code Telephone Number

Contact Person(s): Mr. S. Hollowell, Manager, Records Division

City Hall

526-4645
Postal Code Telephone Number

9. **HAS A WRITTEN REQUEST/PROPOSAL BEEN RECEIVED?** (yes) no

*If YES it should be attached hereto.

See Attached.

10. **IF IT IS A PERSON(S) MAKING THE REQUEST, WHY IS IT FELT THAT SUBSIDIZATION IS JUSTIFIED?**

N/A

11. **IF IT IS AN ORGANIZATION MAKING THE REQUEST, ANSWER THE FOLLOWING:**

- IS THE ORGANIZATION PROFIT ORIENTED? yes (no)
- IS THE ORGANIZATION NON-PROFIT? (yes) no
- IS THE ORGANIZATION CHARITABLE? yes (no)

*IF YES WHAT IS CHARITABLE NUMBER - _____

12. **IF IT IS AN ORGANIZATION MAKING THE REQUEST, WHAT ARE THE GENERAL OBJECTS AND/OR PURPOSE OF THE ORGANIZATION:**

Community activity with broad audience appeal.

13. LIST THE EXECUTIVE OFFICERS OF THE ORGANIZATION:

Name	Address	Telephone

14. WHAT IS THE NATURE OF THE EVENT TO BE HELD?

Band Concert

15. HOW MANY PEOPLE WILL ATTEND THE EVENT?

4400

HOW MANY PEOPLE ARE EXPECTED TO COME FROM OUTSIDE GREATER HAMILTON? Primarily a Hamilton Event

16. WHAT IS THE EXPECTED BENEFIT FROM THE EVENT?

To bring patrons to the Theatre who seldom attend and it meets the Hamilton Place mandate for variety in programming.

17. **IS THIS EVENT, OR COULD THIS EVENT, BE AN ANNUAL EVENT IN THE HECFI FACILITY(IES)?**

(Yes) No

IF YES, WILL SUBSIDIZATION BE REQUESTED IN FUTURE YEARS?

(Yes) No

18. **IF THE APPLICATION FOR SUBSIDIZATION IS REJECTED, WOULD THIS EVENT BE HELD IN ANOTHER CITY?**

Yes No

N/A

If YES, give explanation:

19. **WHAT IS THE ESTIMATED ACCOMMODATIONS, SPENDING AND INCREMENTAL REVENUE BENEFITS TO THE CITY OF HAMILTON?** (Based on current IACVB figures)

Unknown

_____people x_____days x $_____+ =$_____

20. **WHAT BENEFITS (financial, exposure, etc.) WILL BE GENERATED TO THE CITY OF HAMILTON AND THE HECFI FACILITIES BY THIS EVENT?**

Past experience indicates two full houses resulting in financial spin-off in the community.

21. **WHAT DEAL WOULD THE FACILITY(IES) NORMALLY BE PREPARED TO NEGOTIATE FOR THIS EVENT?**

Straight Rental.

22. **DOES THE SUBSIDIZATION REQUEST INCLUDE A PARKING FEE REDUCTION FOR VISITORS/DELEGATES?** Yes (No)

If "YES", what is the dollar amount? - $_____

23. WHAT IS THE TOTAL AMOUNT OF SUBSIDY REQUEST IN DOLLARS?
$ 4400. .

24. IF THE FULL SUBSIDIZATION REQUESTED WAS APPROVED, WHAT IS THE DIFFERENCE IN DOLLARS TO THE FACILITY(IES) IN LOST REVENUE? - $ 4400.

25. WHAT IS THE MAXIMUM SUBSIDIZATION HECFI MANAGEMENT WOULD RECOMMEND, IF ANY?

$4400.

26. **HAS A REQUEST(S) BEEN MADE TO THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH OR TO THE CORPORATION OF THE CITY OF HAMILTON FOR SUBSIDIZATION?**

(Yes) No

27. **HECFI MANAGEMENT APPROVALS:**

Facility Director - T. Burrows/pp. Date: July 6, 1989

Facility Director - _____ Date: _____

Facility Director - _____ Date: _____

Director of Finance & Administration - _____ Date: _____

Managing Director/ CEO _____ Date: _____

*Check box if support documentation attached - ✓

Revised August, 1988 and
Replaces May, 1988

HAMILTON
CONVENTION
CENTRE

FROM: Stephen H. Dockman, Operations Manager DATE: August 8, 1989

Hamilton Convention Centre

FOR ACTION X FOR INFORMATION _____

TO: **HECFI BOARD** _____ AND/OR HECFI EXECUTIVE COMMITTEE(S) X

SUBJECT: **Donated Wine - Canadian Parks and Recreation Association Conference - Additional Requests**

RECOMMENDATION: **THAT THE CANADIAN PARKS AND RECREATION ASSOCIATION BE ALLOWED TO SERVE DONATED WINE, TWO BOTTLES PER TABLE, WITH NO CORKAGE FEE FOR SERVICE, AT EACH OF THE TWO DINNERS TO BE HELD ON AUGUST 11TH AND AUGUST 14TH, 1989**

BACKGROUND:

Attached is a letter from the OMNI '89 Organizing Committee requesting an extention of the approval to serve donated wine on August 17th, to include the evenings of August 11th and August 14th.

Considering the magnitude of this convention and its importance to the City of Hamilton, it is our recommendation to provide the support necessary to ensure the success of this event at the Centre.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg
Attch.

OMNI '89
HAMILTON

CANADIAN PARKS/
RECREATION ASSOCIATION
DE L'ASSOCIATION
CANADIENNE
DES LOISIRS/PARCS

CONFERENCE
August 13-17, 1989

The Corporation of
The City of Hamilton

JUN 26 1988

July 18, 1989

Steve Dochman
Director of Operations
Hamilton Convention Centre
115 King St. West
Hamilton, Ontario
L8P 1A3

Dear Steve Dochman:

Thank you for approval on our request to serve donated wine on the evening of August 17th.

We would like to extend this approval to also include the evening of August 11th and August 14th.

Awaiting for your response to our additional request.

Sincerely,

Coralee Secore
OMNI Registration Chairman

CS/db

CP/RA ... Omni'89

Conference Head Quarters
Hamilton City Hall
71 Main Street West
Hamilton, Ontario
Canada L8N 3T4
416 526-4663
Fax 416 526-2673
Attention:
Ald. Tom Murray/
Robert Sugden
Co-Chairmen
Janine Gaunt
Executive Secretary

Schedule "F"

ROSS & MCBRIDE

BARRISTERS & SOLICITORS
PATENT & TRADE MARK AGENTS

WILLIAM L. ROSS, K.C. (1890-1947)
PAUL D. READ, Q.C.
RICHARD L. VERITY, Q.C.
ROGER M. MORRIS
ROBERT M. ORR
ALLAN C. MILLWARD
DAVID J. GREGORY
PAUL D. PARADIS
KEVIN I. M. SMITH
JOHN S. HALL
DAVID V. FERGUSON
GARY J. KUZYK
ALLAN R. HORTON
RALPH W. BENEDICT
MICHAEL C. BRUDER
SCOTT E. PREECE
ANNE C. T. BARBER
KATHRINE E. LEMMON
KRISTA M. DALEY
DWAYNE E. WILLIAMS

ROBERT P. McBRIDE, Q.C. (1911-1965)
ARTHUR L. BINKLEY, Q.C.
MARVIN B. DABOLL, Q.C.
HUGH F. DEAN, Q.C.
W. GRAYDON SHEPPARD
GERALD B. AGGUS
JAMES W. OLIVER
PETER R. TICE
DAVID E. IVEY
GERARD P. MURPHY
LAWRENCE A. ROTENBERG
BRIAN DUXBURY
CATHERINE A. MUTASSEM
JOHN N. JONES
KENDRA M. COATS
MARK W. SAZIO
GAIL E. McCOMBS
WILLIAM F. BASTIEN
JOANNE F. GUARASCI

CECIL W. ROBINSON, Q.C. (1929-1988)
DONALD M. MANN, Q.C.
ROBERT L. ROBINSON
J. ARTHUR WYNN, Q.C.
JAMES A. SWEETLOVE
PAUL G. FISHER
RICHARD W. SHIELDS
JEFFREY R. MANISHEN
ROBERT B. MUNROE
DAVID S. GODARD
PATRICK J. HOFBAUER
LAUREL EVANS
WAYNE P. VIPOND
DAVID G. TIMMS
STANLEY F. FLORAS
ELIZABETH C. SHEARD
M. O. LOUISE BARRY
GERALD S. CARPENTER
ANDREW L. McINTOSH

COUNSEL:
WILLIAM G. CHARLTON, Q.C. DAVID GOLDBERG, Q.C. RAYMOND M. PLANT, Q.C.

PATENT AGENT:
JAMES W. KERR

OFFICES:
BRANTFORD
BURLINGTON
CALEDONIA
STONEY CREEK
WATERDOWN

TELEPHONE (416) 526-9800
FACSIMILE (416) 526-0732

10TH-11TH FLOORS COMMERCE PLACE
ONE KING STREET WEST

MAIL: P.O. BOX 907
HAMILTON, CANADA
L8N 3P6

DIRECT DIAL NUMBER (416) 572-5805

July 28, 1989

Hamilton Entertainment and
Convention Facilities Inc.
101 York Boulevard
Hamilton, Ontario
L8R 3L4

Attention: Mr. John Leuser

Dear Sirs:

RE: Proposal for Legal Services

We are in receipt of a Proposal Call for Legal Services, from The Corporation of the City of Hamilton, for HECFI.

As you know, we were the successful proposers at the time of the last proposal call and have provided some legal services to HECFI since that time. The partners of the firm have instructed me to advise you that we are grateful to you for including us in your list of firms to whom the proposal was sent. They have also instructed me to advise you that, while the firm has enjoyed its association with HECFI, it will not be responding to your proposal call.

Yours very truly,

William G. Charlton, Q.C.

WGC/jnb

cc. Chairman of the Board
Hamilton Entertainment and
Convention Facilities Inc.

cc. The Executive Committee
Ross & McBride

Hamilton Entertainment and Convention Facilities Inc.

Schedule "G"

FROM John A. Leuser, Director of Finance and Administration (Name & Title) DATE August 2, 1989

FOR ACTION ☐ FOR INFORMATION ☒ File No. _____

TO: BOARD ☐ (OR) HECFI Executive Committee ☒

SUBJECT

Financial Projection of Operating Results to December 31, 1989

Comments

Further to the Executive Committee's request of July 12, 1989, the following represents a summary of the projected operating position for each HECFI Department to December 31, 1989:

	For the Year Ended December 31, 1989		
	Municipal Contribution		Budgetary Deficit (Surplus) or Over (Under) Expended Municipal Contribution
	Projected Actual	Budgeted	
Hamilton Convention Centre	$(68,020)	$ 331,980	$(400,000)
Hamilton Place Theatre	1,048,390	648,390	400,000
Copps Coliseum	164,750	(78,250)	243,000
Corporate	1,471,840	1,494,840	(23,000)
	$2,616,960	$2,396,960	$ 220,000

Hamilton Convention Centre

The Hamilton Convention Centre's budgetary surplus of $326,246 at June 30, 1989 is forecasted to increase to approximately $400,000 in total at December 31, 1989.

This projection is based on total revenue for the third and fourth quarter of approximately $1,620,000 which is $128,000 ahead of budget estimates for the six month period.

Hamilton Place Theatre

Hamilton Place Theatre's budgetary deficit of approximately $210,035 at June 30, 1989 is forecasted to increase to approximately $400,000 in total at December 31, 1989. This is due largely to the following anticipated losses:

Chorus Line (August 1 - 6)	$130,000
Evita (August 29 - September 3)	93,000
	$223,000

The King and I (September 26 - October 1) has been estimated at a break-even position at this time since it is so far away in terms of selling opportunity. However, it too could represent another significant loss.

Copps Coliseum

Copps Coliseum's budgetary deficit of approximately $125,219 at June 30, 1989 is forecasted to increase to approximately $243,000 in total at December 31, 1989.

This forecast is based on a projection for the July 1 to December 31, 1989 period of 53 performances which are 5 performances below that provided in the budget. Included in the 53 performances are 18 games by the Dukes.

Due to the anticipated drop in activity and the mix of events, total revenue for the third and fourth quarters are expected to be below budget projections by $206,896. This anticipated drop in revenue is expected to account for the increase in the budgetary deficit.

Corporate

The Corporate Department's budgetary surplus of approximately $53,260 at June 30, 1989 is projected to decline to approximately $23,000 at December 31, 1989. This is due to the requirements of financing the cost of the Pay Equity consulting project and also an anticipated overdraft in respect of legal fees.

I would caution members of the Board that the above projections for HECFI's Departments are based on assumed activity levels (received from each facility director) and no surprises developing in respect of new expenditures which are not provided for in the budget.

John A. Leuser

John A. Leuser, C.A.
Director of Finance
and Administration

JAL:jm

Hamilton Convention Centre
Projected Results to December 31, 1989

	(A) Actual Results To June 30, 1989	(B) Projection July 1 To Dec 31, 1989	(C) Projected Annual Results To Dec 31, 1989	(D) 1989 Annual Budget	(E) Favourable (Unfavorable) Variance From Budget
REVENUE:					
Rentals/Licence Fees	$328,566	$200,080	$528,646	$513,000	$15,646
Other Rentals	14,842	8,389	23,231	22,000	1,231
Recoveries	74,656	42,195	116,851	93,500	23,351
Other Revenue	55,444	31,396	86,840	70,500	16,340
Food and Beverage	1,353,274	1,337,940	2,691,214	2,213,000	478,214
	$1,826,782	$1,620,000	$3,446,782	$2,912,000	$534,782
EXPENDITURES:					
Administration	$124,785	$124,969	$249,754	$332,020	$82,266
Maintenance	192,210	204,000	396,210	397,190	980
IATSE Payroll	521	1,000	1,521	-	(1,521)
Security	60,292	59,708	120,000	112,000	(8,000)
Operations	59,364	59,636	119,000	112,240	(6,760)
Food and Beverage - Client Services	62,116	65,000	127,116	140,480	13,364
Food and Beverage - Kitchen	505,845	505,475	1,011,320	900,320	(111,000)
Food and Beverage - Banquets	530,948	560,573	1,091,521	976,460	(115,061)
Facility Marketing/Sales	122,320	140,000	262,320	273,270	10,950
	$1,658,401	$1,720,361	$3,378,762	$3,243,980	($134,782)
Excess of Expenditures Over Revenue	($168,381)	$100,361	($68,020)	$331,980	$400,000
Municipal Contribution	157,865	174,115	331,980	331,980	-
Budgetary Surplus	$326,246	$73,754	$400,000	-	

Hamilton Place
Projected Results to December 31, 1989

	(A) Actual Results To June 30, 1989	(B) Projection July 1 To Dec 31, 1989	(C) Projected Annual Results To Dec 31, 1989	(D) 1989 Annual Budget	(E) Favourable (Unfavorable) Variance From Budget
REVENUE:					
Rentals & Licence Fees	($15,662)	($22,128)	($37,790)	$359,000	($396,790)
Other Rentals	36,031	36,329	72,360	72,360	-
Recoveries	570,957	550,000	1,120,957	740,560	380,397
Other Revenue	35,393	30,000	65,393	65,460	(67)
Food and Beverage Sales	110,596	100,000	210,596	145,000	65,596
	$737,315	$694,201	$1,431,516	$1,382,380	$49,136
EXPENDITURES:					
Administration	$185,865	$201,135	$387,000	$396,770	$9,770
Maintenance	135,517	149,027	284,544	287,560	3,016
Meeting Rooms	101	199	300	2,600	2,300
Front of House	86,306	80,000	166,306	116,940	(49,366)
Operating - Specific Show Expenses	503,945	483,000	986,945	609,180	(377,765)
Stage Property	155,296	175,000	330,296	342,970	12,674
Security	28,641	30,000	58,641	61,070	2,429
Beverage and Catering Services	55,197	55,000	110,197	91,480	(18,717)
Show Promotions	80,677	75,000	155,677	122,200	(33,477)
	$1,231,545	$1,248,361	$2,479,906	$2,030,770	($449,136)
Excess of Expenditures Over Revenue	$494,230	$554,160	$1,048,390	$648,390	($400,000)
Municipal Contribution	284,195	364,195	648,390	648,390	-
Budgetary Deficit	$210,035	$189,965	$400,000	-	

Copps Coliseum
Projected Results to December 31, 1989

	(A) Actual Results To June 30, 1989	(B) Projection July 1 To Dec 31, 1989	(C) Projected Annual Results To Dec 31, 1989	(D) 1989 Annual Budget	(E) Favourable (Unfavorable) Variance From Budget
REVENUE:					
Licence Fees	$371,220	$372,350	$743,570	$900,000	($156,430)
Other Rentals	65,595	152,450	218,045	199,340	18,705
Recoveries	192,538	147,560	340,098	519,170	(179,072)
Other Revenue	51,091	35,180	86,271	134,900	(48,629)
Food and Beverage Concession	106,208	107,150	213,358	328,600	(115,242)
	$786,652	$814,690	$1,601,342	$2,082,010	($480,668)
EXPENDITURES:					
Administration	$181,279	$179,000	$360,279	$350,210	($10,069)
Maintenance	252,631	275,369	528,000	623,730	95,730
Events Planning/ Operations	231,580	230,000	461,580	538,510	76,930
IATSE Payroll	64,066	44,934	109,000	153,810	44,810
Security	95,455	90,500	185,955	212,900	26,945
Operations - Souvenir	1,667	1,733	3,400	3,800	400
Display Advertising	5,227	19,473	24,700	32,000	7,300
Faciliting Marketing/ Sales	48,478	44,700	93,178	88,800	(4,378)
	$880,383	$885,709	$1,766,092	$2,003,760	$237,668
Excess of Expenditures Over Revenue	$93,731	$71,019	$164,750	($78,250)	($243,000)
Municipal Contribution	($31,488)	($46,762)	($78,250)	($78,250)	-
Budgetary Deficit	$125,219	$117,781	$243,000	-	

Corporate
Projected Results to December 31, 1989

	(A) Actual Results To June 30, 1989	(B) Projection July 1 To Dec 31, 1989	(C) Projected Annual Results To Dec 31, 1989	(D) 1989 Annual Budget	(E) Favourable (Unfavorable) Variance From Budget
REVENUE:					
Other Revenue	$31,000	$42,000	$73,000	$73,000	-
Box Office Revenue	242,542	177,458	420,000	449,800	($29,800)
	$273,542	$219,458	$493,000	$522,800	($29,800)
EXPENDITURES:					
Finance and Administration	$290,284	$308,916	$599,200	$599,200	-
Box Office	231,723	212,707	444,430	477,230	$32,800
Managing Director/CEO	87,254	124,396	211,650	231,650	20,000
Marketing Services	273,884	435,676	709,560	709,560	-
	$883,145	$1,081,695	$1,964,840	$2,017,640	$52,800
Excess of Expenditures Over Revenue	$609,603	$862,237	$1,471,840	$1,494,840	$23,000
Municipal Contribution	662,863	831,977	1,494,840	1,494,840	-
Budgetary Surplus (Deficit)	$53,260	($30,260)	$23,000	-	

Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule "H"

FROM John A. Leuser, Director of Finance and Administration (Name & Title) DATE August 2, 1989

FOR ACTION [xxx] FOR INFORMATION [ ] File No. _____

TO: BOARD [ ] (OR) HECFI Executive Committee [xxx]

SUBJECT

Hamilton Place Marquee

RECOMMENDATION

That the following recommendation of Mr. J. Pook, Horticulturist of the Parks Division be accepted:

(1) removal of the existing 5 trees, including the stumps, at a total cost of $1,000; and
(2) plant 5 new trees in the downtown core on a Regional Road at a total cost of $1,250.

Note: The cost of the above recommendation would be considered as part of the total capital cost of installing the Hamilton Place Marquee.

BACKGROUND

See the attached memorandum.

John A. Leuser

John A. Leuser, C.A.
Director of Finance
and Administration

JAL:jm
attach.

Corporation of the City of Hamilton

Memorandum

****

TO: Alderman Wm. McCulloch
Alderman, Ward 2

YOUR FILE:

FROM: J. Pook
Horticulturist, Parks Division

OUR FILE: 89-6075
PHONE: 526-3919

SUBJECT: Hamilton Place Marquee

DATE: 1989 July 14

Further to our conversation on July 5, 1989 respecting the pine trees blocking the view of the proposed Hamilton Place Marquee, as approved by City Council on Tuesday, June 27, 1989, I have discussed this matter with Tom Burrows, Director of Hamilton Place.

After reviewing the location and condition of these trees, I would recommend that all 5 trees be removed. As a result of their close proximity to Main Street and the effects of salt drift from passing vehicles, these trees are currently in a state of decline and will eventually deteriorate to a point that will require removal. As you are perhaps aware, originally there were eight (8) trees planted along this section of Main Street, however, for the reasons noted above, three (3) trees already have been removed. The cost to remove these trees will be $1,000. including removing the stumps.

In an attempt not to downgrade our tree planting program, I would recommend that funds be allocated to replace these trees with five (5) deciduous trees to be planted someplace else in the downtown core on a Regional Road. The total cost for these replacement trees will be $1,250.

It is my understanding, in discussion with Tom Burrows, that the funding source has been determined for all expenses related to the installation of the Hamilton Place Marquee. I would request that the cost to remove and replace these trees be considered for funding from the same source. May we have approval from the Hamilton Place Committee / H.E.C.F.I., to include this expense in order that work may commence. If approved, normal procedure would require that an account number be provided to this department to do this work.

JP/mc

cc J. Pavelka, Director of Public Works

Tom Burrows, Director of Hamilton Place

J. Schatz, Secretary, Co-ordinating Committee

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

UNAUDITED OPERATING RESULTS FOR THE

SIX MONTH PERIOD ENDED JUNE 30, 1989

Hamilton Entertainment and Convention Facilities Inc.

FROM John A. Leuser, Director of Finance and Administration (Name & Title) DATE July 25, 1989

FOR ACTION ☐ FOR INFORMATION ☒ File No. _____

TO: BOARD ☐ (OR) ALL Committees ☒

Subject

Consolidated Unaudited Operating Results for HECFI for the Six Month Period Ended June 30, 1989.

Comments

HECFI - Consolidated

HECFI's budgetary surplus or under-expended municipal contribution for the six month period ended June 30, 1989 is approximately $44,252. The budgetary surplus or under-expended municipal contribution for the same six month period in 1988 was approximately $630,252.

An analysis of the budgetary deficit (surplus) or over (under) expended municipal contribution for each HECFI Department at June 30, 1989 is as follows:

	Six Month Period Ended June 30, 1989		
	Municipal Contribution		Budgetary Deficit (Surplus) or Over (Under) Expended Municipal Contribution
	Actual	Budgeted	
Hamilton Convention Centre	($168,381)	$157,865	($326,246)
Hamilton Place Theatre	494,230	284,195	210,035
Copps Coliseum	93,731	(31,488)	125,219
Corporate	609,603	662,863	(53,260)
	$1,029,183	$1,073,435	$ (44,252)

An analysis of HECFI's revenue performance for the six month period in relation to the budget and the prior year by facility/division is summarized in the following two tables:

	A Comparison Of Actual With Budgeted Revenue For the Six Month Period Ended June 30, 1989		Increase (Decrease) Over Budget	
	Actual	Budget	$ Amount	Percentage
Hamilton Convention Centre	$1,826,782	$1,420,000	$ 406,782	28.6%
Hamilton Place Theatre	737,315	823,095	(85,780)	(10.4)%
Copps Coliseum	786,652	1,060,424	(273,772)	(25.8)%
Corporate	273,542	289,767	(16,225)	(5.6)%
HECFI Total	$3,624,291	$3,593,286	$ 31,005	0.9%

	A Comparison Of 1989 Actual With 1988 Actual Revenue For the Six Month Period Ended June 30		Increase (Decrease) Over Budget	
	1989	1988	$ Amount	Percentage
Hamilton Convention Centre	$1,826,782	$1,403,048	$ 423,734	30.2%
Hamilton Place Theatre	737,315	782,490	(45,175)	(5.8)%
Copps Coliseum	786,652	1,155,928	(369,276)	(31.9)%
Corporate	273,542	310,341	(36,799)	(11.9)%
HECFI Total	$3,624,291	$3,651,807	$ (27,516)	(0.8)%

Hamilton Convention Centre

The Convention Centre realized a budgetary surplus of approximately $326,246 for the six month period ended June 30, 1989.

The budgetary surplus arose primarily as a result of expenditures being controlled while revenue for the period exceeded budget by $406,782 or 28.6%. As well there were salary and benefit savings resulting from the vacancy in the facility director's position.

Hamilton Place

For the six month period ended June 30, 1989, Hamilton Place realized a budgetary deficit of approximately $210,035.

The shortfall is due to significant losses being realized on a number of shows in 1989.

Copps Coliseum

Copps Coliseum realized for the six month period ended June 30, 1989 a budgetary deficit of approximately $125,219.

This shortfall is primarily a result of the actual number of performances booked being below the number projected (41 performances booked versus a budget of 56).

Corporate

For the six month period ended June 30, 1989, the Corporate Department realized a budgetary surplus of approximately $53,260.

This surplus arose primarily from savings resulting from the vacancy in the position of Managing Director/CEO and a surplus being realized from the Box Office Operation.

It should be noted that the savings from the vacancy in the position of Managing Director/CEO will be utilized to finance the cost of the Pay Equity consulting project and also an anticipated overdraft in respect of legal fees.

John A. Leuser, C.A.
Director of Finance
and Administration

attach.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

A SUMMARIZED CONSOLIDATED OPERATING STATEMENT

	CONVENTION CENTRE		HAMILTON PLACE		COPPS COLISEUM		CORPORATE (COMMON TO THREE FACILITIES)		CONSOLIDATED				
	The Six Month Period Ended June 30 1989		The Six Month Period Ended June 30 1989		The Six Month Period Ended June 30 1989		The Six Month Period Ended June 30 1989		The Six Month Period Ended June 30 1989		Annual Budget For 1989	% of 1989 Annual Budget Spent or Achieved	The Six Month Period Ended June 30 1988
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual			Actual
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Revenue	$1,420,000	$1,826,782	$823,095	$737,315	$1,060,424	$786,652	$289,767	$273,542	$3,593,286	$3,624,291	$6,899,190	52.5%	$3,651,807
Expenditures	$1,577,865	$1,658,401	$1,107,290	$1,231,545	$1,028,936	$880,383	$952,630	$883,145	$4,666,721	$4,653,474	$9,296,150	50.1%	$4,277,477
Excess of Expenditures Over Revenue From Operations	$157,865	($168,381)	$284,195	$494,230	($31,488)	$93,731	$662,863	$609,603	$1,073,435	$1,029,183	$2,396,960	42.9%	$625,670
Contribution from the City of Hamilton	$157,865	$157,865	$284,195	$284,195	($31,488)	($31,488)	$662,863	$662,863	$1,073,435	$1,073,435	$2,396,960	44.8%	$1,255,922
Budgetary Surplus(Deficit) @ June 30		$326,246		($210,035)		($125,219)		$53,260		$44,252			$630,252

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HAMILTON CONVENTION CENTRE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Annual 1989 Budget	Budgeted Operating Results — The Six Month Period Ended June 30 1989	Actual Operating Results — The Six Month Period Ended June 30 1989	Percentage of Total 19898 Annual Budget Spent or Achieved	Actual Operating Results For — The Six Month Period Ended June 30 1988
	(1)	(2)	(3)	(4)	(5)
REVENUE					
RENTALS AND LICENCE FEES	$513,000	$299,000	$328,566	64.0%	$230,828
OTHER RENTALS	22,000	10,920	14,842	67.5%	11,078
RECOVERIES	93,500	45,500	74,656	79.8%	50,453
OTHER REVENUE	70,500	34,580	55,444	78.6%	29,898
FOOD AND BEVERAGE SALES	2,213,000	1,030,000	1,353,274	61.2%	1,080,791
	$2,912,000	$1,420,000	$1,826,782	62.7%	$1,403,048
EXPENDITURES					
ADMINISTRATION	$332,020	$166,026	$124,785	37.6%	$153,436
BUILDING MAINTENANCE	397,190	198,044	192,210	48.4%	162,595
IATSE PAYROLL	0	0	521	0.0%	0
SECURITY	112,000	51,823	60,292	53.8%	53,510
OPERATIONS	112,240	55,868	59,364	52.9%	50,754
FOOD AND BEVERAGE - ADMINISTRATION AND CLIENT SERVICES	140,480	71,048	62,116	44.2%	62,901
FOOD AND BEVERAGE - KITCHEN	900,320	435,979	505,845	56.2%	418,223
FOOD AND BEVERAGE - BANQUET	976,460	462,444	530,948	54.4%	459,333
MARKETING	273,270	136,632	122,320	44.8%	122,347
	$3,243,980	$1,577,865	$1,658,401	51.1%	$1,483,099
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	$331,980	$157,865	($168,381)	-50.7%	$80,051

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HAMILTON PLACE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Annual 1989 Budget	Budgeted Operating Results: The Six Month Period Ended June 30 1989	Actual Operating Results: The Six Month Period Ended June 30 1989	Percentage of Total 1989 Annual Budget Spent or Achieved	Actual Operating Results For: The Six Month Period Ended June 30 1988
	(1)	(2)	(3)	(4)	(5)
REVENUE					
RENTALS & LICENCE FEES	$359,000	$217,985	($15,662)	-4.4%	$200,439
OTHER RENTALS	72,360	36,186	36,031	49.8%	35,071
RECOVERIES	740,560	445,731	570,957	77.1%	419,686
OTHER REVENUE	65,460	35,716	35,393	54.1%	33,025
FOOD AND BEVERAGE SALES	145,000	87,477	110,596	76.3%	94,269
	$1,382,380	$823,095	$737,315	53.3%	$782,490
EXPENDITURES					
ADMINISTRATION	$396,770	$198,402	$185,865	46.8%	$219,167
MAINTENANCE	287,560	145,474	135,517	47.1%	141,093
MEETING ROOMS	2,600	1,302	101	3.9%	479
FRONT OF HOUSE	116,940	67,775	86,306	73.8%	63,530
OPERATION - SPECIFIC SHOW EXPENSES	609,180	367,538	503,945	82.7%	347,708
STAGE - PROPERTY	342,970	171,492	155,296	45.3%	158,769
SECURITY	61,070	33,949	28,641	46.9%	26,989
BEVERAGE AND CATERING SERVICE	91,480	53,774	55,197	60.3%	45,747
SHOW PROMOTIONS	122,200	67,584	80,677	66.0%	63,653
	$2,030,770	$1,107,290	$1,231,545	60.6%	$1,067,135
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS:	$648,390	$284,195	$494,230	76.2%	$284,645

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
COPPS COLISEUM
SUMMARY OF REVENUE AND EXPENDITURES

Description	Annual 1989 Budget	Budgeted Operating Results: The Six Month Period Ended June 30 1989	Actual Operating Results: The Six Month Period Ended June 30 1989	Percentage of Total 1989 Annual Budget Spent or Achieved	Actual Operating Results For: The Six Month Period Ended June 30 1988
	(1)	(2)	(3)	(4)	(5)
REVENUE					
RENTAL, LICENCE FEES AND SHOW REVENUES	$900,000	$474,750	$371,220	41.2%	$548,409
OTHER RENTALS	199,340	97,368	65,595	32.9%	35,602
RECOVERIES	519,170	254,982	192,538	37.1%	286,864
OTHER REVENUE	134,900	71,906	51,091	37.9%	69,675
FOOD AND BEVERAGE CONCESSIONS	328,600	161,418	106,208	32.3%	215,378
	$2,082,010	$1,060,424	$786,652	37.8%	$1,155,928
EXPENDITURES					
ADMINISTRATION	$350,210	$175,098	$181,279	51.8%	$168,528
MAINTENANCE	623,730	338,752	252,631	40.5%	305,900
EVENT PLANNING/OPERATIONS	538,510	267,107	231,580	43.0%	267,053
IATSE PAYROLL	153,810	75,010	64,066	41.7%	88,289
SECURITY	212,900	105,761	95,455	44.8%	108,520
SOUVENIRS	3,800	1,902	1,667	43.9%	778
DISPLAY ADVERTISING	32,000	20,900	5,227	16.3%	0
MARKETING	88,800	44,406	48,478	54.6%	39,445
	$2,003,760	$1,028,936	$880,383	43.9%	$978,513
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	($78,250)	($31,488)	$93,731	-119.8%	($177,415)

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HECFI - CORPORATE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Annual 1989 Budget	Budgeted Operating Results The Six Month Period Ended June 30 1989	Actual Operating Results The Six Month Period Ended June 30 1989	Percentage of Total 1989 Annual Budget Spent or Achieved	Actual Operating Results For The Six Month Period Ended June 30 1988
	(1)	(2)	(3)	(4)	(5)
REVENUE					
OTHER REVENUE	$73,000	$30,498	$31,000	42.5%	$30,000
BOX OFFICE REVENUE	449,800	259,269	242,542	53.9%	280,341
	$522,800	$289,767	$273,542	52.3%	$310,341
EXPENDITURES					
ADMINISTRATION	$599,200	$299,598	$290,284	48.4%	$236,162
BOX OFFICE	477,230	259,102	231,723	48.6%	206,084
MANAGING DIRECTOR/CEO	231,650	115,836	87,254	37.7%	111,538
MARKETING	709,560	278,094	273,884	38.6%	196,231
	$2,017,640	$952,630	$883,145	43.8%	$750,015
EXCESS OF EXPENDITURES OVER REVENUES FROM OPERATIONS	$1,494,840	$662,863	$609,603	40.8%	$439,674

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE CENTRAL UTILITIES PLANT

UNAUDITED OPERATING RESULTS FOR THE SIX MONTH

PERIOD ENDED JUNE 30, 1989

Schedule "J"

Hamilton
Entertainment
and Convention
Facilities Inc.

FROM John A. Leuser, Director of Finance and Administration — DATE July 26, 1989
Name & Title

FOR ACTION ☐ FOR INFORMATION ☒ File No. _____

TO: BOARD ☐ (OR) HECFI Executive Committee ☒

SUBJECT

Unaudited Operating Results for the Central Utilities Plant (C.U.P.) for the Six Month Period Ended June 30, 1989.

COMMENTS

The budgetary surplus for the six month period ended June 30, 1989 was approximately $91,771. This compares favourably with the prior year's budgetary surplus of $89,460 at June 30, 1988.

The surplus for the six month period arose primarily due to the following reasons:

1) energy costs were under budget by $31,211;
2) salary, wage and benefit cost savings of $18,797 were realized from a position vacancy and reduced overtime costs;
3) energy management costs were $7,156 below budget;
4) actual maintenance costs were below budget expectations.

John A. Leuser, C.A.
Director of Finance
and Administration

JAL:jm

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CENTRAL UTILITIES PLANT
SUMMARY OF EXPENDITURES

Description	Annual 1989 Budget	Budgeted Operating Results — The Six Month Period Ended June 30 1989	Actual Operating Results — The Six Month Period Ended June 30 1989	Percentage of Total 1989 Annual Budget Spent or Achieved	Actual Operating Results For — The Six Month Period Ended June 30 1988
	(1)	(2)	(3)	(4)	(5)
EXPENDITURES					
OPERATIONS	$871,560	$435,792	$420,813	48.3%	$382,885
MAINTENANCE	453,960	226,986	204,696	45.1%	186,644
CITY HALL	235,000	114,862	89,110	37.9%	108,584
ONTARIO GOVERNMENT BUILDING	220,350	102,690	106,982	48.6%	101,319
PEDESTRIAN ARCADE/OVERPASS	47,420	23,736	22,020	46.4%	19,848
PARKING AUTHORITY - UNDERGROUND	97,190	48,679	51,303	52.8%	51,577
COPPS COLISEUM	336,250	158,514	141,428	42.1%	151,431
HAMILTON CENTRAL LIBRARY	269,610	138,784	129,575	48.1%	120,380
HAMILTON PLACE	258,300	139,645	116,067	44.9%	124,276
ART GALLERY	120,800	55,640	56,580	46.8%	53,819
HAMILTON FARMERS MARKET	38,670	19,959	35,054	90.6%	17,534
HAMILTON CONVENTION CENTRE	252,400	126,807	145,818	57.8%	124,612
RECOVERY FROM USERS	(631,060)	(298,806)	(317,929)	50.4%	(301,053)
EXPENDITURES TOTAL	$2,570,450	$1,293,288	$1,201,517	46.7%	$1,141,856
MUNICIPAL CONTRIBUTION	$2,570,450	$1,293,288	$1,293,288	50.3%	$1,231,316
BUDGETARY SURPLUS (DEFICIT)	$0	$0	$91,771	-	$89,460

NOTE: The expenditure detail on the above balances is available upon request.

Schedule "K"

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

Financial Analysis of
Special Events Subsidy Reserve Account

Reserve Account Balance at January 1, 1989		**$170,316.09**
Rental Subsidies:		
- **Hamilton Place Theatre**		
February 24 - 25		
C.F.L. Draft	$ 1,800.00	
- **Hamilton Convention Centre**		
April 2, 1989 - Ontario		
Liberal Party Convention	13,925.00	
- **Copps Coliseum**		
April 15, 1989 - Minor Hockey		
Championship Day	6,500.00	
April 16, 1989 - Ringette Day	6,500.00	(28,725.00)
Event Charge Subsidies:		
- **Hamilton Place Theatre**		
February 24 - 25		
C.F.L. Draft	3,673.02	
- **Copps Coliseum**		
- April 15, 1989 - Minor		
Hockey Championship Day	990.76	
- April 16, 1989 - Ringette Day	550.73	(5,214.51)
Commitments Approved by the HECFI Board:		
- **Copps Coliseum**		
- January 13, 1989 - Hamilton		
Spectator Indoor Games -		
(underwrite losses up to		
$18,000 on event)	18,000.00	
- January 12, 1989 -		
Elementary Schools Meet	3,500.00	
- October 29, 1989 - A "50's -		
60's Monster Mash Sock Hop"		
Dance	20,000.00	
- **Hamilton Convention Centre**		
- November 2 - 4, 1989 -		
Hamilton Area Square Dancers	11,925.00	(53,425.00)
Uncommitted Reserve Account Balance		
Balance at July 31, 1989		**$ 82,951.58**

Notes:
In respect of commitments for rental and event charge subsidies, this financial report only recognizes them after they have been approved by the HECFI Board.

John A. Leuser, C.A.
Director of Finance
and Administration

August 2, 1989

Attachment 5.1.1

5.1.1 Executive Committee Minutes of July 12, 1989

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

EXECUTIVE COMMITTEE

Wednesday, July 12, 1989
12:00 Noon
Copps Coliseum
Hamilton Room

REGULAR SESSION

PRESENT: Ald. J. Gallagher, Chairman
Mr. W. McFarland, Vice-Chairman
Ald. T. Murray
Ald. M. McCulloch
Ald. D. Agostino
Mr. N. Levitt

ALSO PRESENT: Mr. J. Leuser
Mr. T. Burrows
Mr. S. Dockman
Mr. J. Crane
Mrs. H. Evans, Acting Secretary

GUESTS: Mr. J. Johnston
Commissioner, Human Resources
Mr. R. DiFilippo
Mr. N. Marshall

1. Chairman's Remarks

The Chairman called the meeting to order at 12:05 p.m.

2. Minutes of Previous Meeting

It was

MOVED by Mr. Levitt, seconded by Ald. Murray

THAT THE JUNE 7, 1989 HECFI EXECUTIVE COMMITTEE REGULAR MINUTES BE ACCEPTED AS CIRCULATED.

MOTION CARRIED.

3. Business Arising from Minutes

nil

4. Marketing Services Report

It was

MOVED by Mr. McFarland, seconded by Ald. Murray

THAT THE MARKETING SERVICES REPORT AS PREPARED BY THE MARKETING SERVICES MANAGER BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5. Committee Reports

5.1 Copps Coliseum - Damage to Forklift and Claim on Self Insurance Fund

It was

MOVED by Ald. Murray, seconded by Mr. McFarland

THAT THE DOCUMENTATION AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM DATED JUNE 15, 1989 BE RECEIVED.

NOTE: FOLLOWING A REVIEW BY THE EXECUTIVE COMMITTEE IT WAS AGREED THAT THIS ITEM BE FORWARDED TO THE HECFI BOARD AS A RECOMMENDATION TO RECEIVE THE DOCUMENTATION AS INFORMATION.

MOTION CARRIED.

5.1.2 Copps Coliseum Committee

It was

MOVED by Ald. Murray, seconded by Ald. McCulloch

THAT THE COPPS COLISEUM COMMITTEE REPORT OF ITS MEETING ON JUNE 28, 1989 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

5.1.3 Method of Financing - CUP - Feasibility Study for Chilled Water Thermal Storage Retrofit; Appointment of Engineering Consultant

It was

MOVED by Mr. McFarland, seconded by Mr. Levitt

THAT THE COST NOT TO EXCEED $10,000 TO CONDUCT A FEASIBILITY STUDY WITH RESPECT TO CHILLED WATER THERMAL STORAGE RETROFIT FOR THE CENTRAL UTILITIES PLANT BE FINANCED FROM C.U.P. OPERATING ACCOUNT NUMBER CH 55235 46001, ENERGY MANAGEMENT/IMPROVEMENTS.

NOTE: HECFI WILL MAKE APPLICATION TO THE FEASIBILITY ASSISTANCE PLAN OFFERED BY ONTARIO HYDRO FOR FUNDING OF 50 PER CENT OF THE COST OF THE AFOREMENTIONED FEASIBILITY STUDY.

MOTION CARRIED.

5.2 Hamilton Place Committee

It was

MOVED by Ald. McCulloch, seconded by Mr. McFarland

THAT THE HAMILTON PLACE COMMITTEE REPORT OF ITS MEETING ON JUNE 29, 1989 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

5.3 Hamilton Convention Centre Committee

It was

MOVED by Mr. Levitt, seconded by Ald. McCulloch

THAT THE HAMILTON CONVENTION CENTRE COMMITTEE REPORT OF ITS MEETING ON JUNE 23, 1989 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

5.3.1 Method of Financing - Replacement of Audio Speakers in Wentworth Exhibition Hall, Hamilton Convention Centre

It was

MOVED by Mr. Levitt, seconded by Mr. McFarland

THAT THE COST OF $37,573.20 TO REPLACE THE AUDIO SPEAKERS IN WENTWORTH EXHIBITION HALL BE FINANCED FROM THE CAPITAL FUND ACCOUNT NUMBER CF 928941006 5333, REPLACE AUDIO SPEAKERS IN WENTWORTH EXHIBITION HALL.

MOTION CARRIED.

6. Consolidated Unaudited Operating Results

nil

7. New Business

7.1 Special Event Subsidy Fund Application - United States Air Force Band - Hamilton Place

The Executive Committee questioned the event's eligibility for subsidization from the Special Event Subsidy Fund and directed that further review take place. Management will present a subsequent report to the next Executive Committee meeting which will answer the following questions:

a) Are there alternate sources of revenue available?
b) What is the organization all about?
c) If the organization is not subsidized, will they still perform?

Management is was also asked to provide all available documentation and a copy of HECFI's policy outlining the criteria for a Special Event Subsidy Fund application.

It was

MOVED by Mr. McFarland, seconded by Mr. Levitt

THAT THE SPECIAL EVENT SUBSIDY FUND APPLICATION FROM THE UNITED STATES AIR FORCE BAND BE REFERRED BACK TO THE NEXT SCHEDULED HECFI EXECUTIVE COMMITTEE MEETING FOR FURTHER DISCUSSION.

MOTION CARRIED.

7.2 Special Event Subsidy Fund Application - A Christmas Fantasy - Hamilton Convention Centre

It was

MOVED by Ald. Murray, seconded by Ald. McCulloch

THAT THE REQUEST TO SUBSIDIZE "A CHRISTMAS FANTASY' FROM THE SPECIAL EVENT SUBSIDY FUND IN AN AMOUNT UP TO $5,500 BE DENIED.

MOTION CARRIED.

8. Other Business
8.1 Correspondence

It was

MOVED by Ald. Murray, seconded by Mr. McFarland

THAT THE CORRESPONDENCE RECEIVED FROM THE KEEP HAMILTON CLEAN CITIZENS COMMITTEE BE RECEIVED AS INFORMATION.

MOTION CARRIED.

9. Motion to Move In-Camera

It was

MOVED by Mr. Levitt, seconded by Ald. McCulloch

THAT THE IN-CAMERA SESSION COMMENCE. (12:35 p.m.)

MOTION CARRIED.

The following motions were carried in the in-camera session:

THAT THE JUNE 7, 1989 MINUTES BE ACCEPTED AS CIRCULATED.

THAT A MONTHLY UPDATE OF EACH FACILITIES' ACCOUNTS RECEIVABLE BE PRESENTED TO THE RESPECTIVE COMMITTEES; AND THAT A FINAL UPDATE BE PRESENTED TO THE HECFI EXECUTIVE COMMITTEE EACH MONTH. IT WAS REQUESTED THAT THE REPORT BE SEPARATE FROM THE MONTHLY FINANCIAL STATEMENTS.

THAT THE CONCEPT AND FEASIBILITY OF A SPORTSMEDICINE/FITNESS CENTRE LOCATED IN COPPS COLISEUM BE EXPLORED BY THE MANAGING DIRECTOR/CEO, UPON HIS APPOINTMENT.

NOTE: FOLLOWING REVIEW BY THE EXECUTIVE COMMITTEE OF ITEM #1 OF THE COPPS COLISEUM JUNE 28TH IN-CAMERA REPORT, IT WAS AGREED THAT ALBEIT THE PROPOSAL PRESENTED BY "PHYSIS" IS NOT FEASIBLE INSOFAR AS THE FINANCING OF THE PROJECT IS CONCERNED, THE CONCEPT IS ONE WHICH SHOULD BE FURTHER EXPLORED.

THAT THE COPPS COLISEUM COMMITTEE IN-CAMERA REPORT OF ITS MEETING ON JUNE 28, 1989 BE RECEIVED AS INFORMATION.

THAT THE HAMILTON PLACE IN-CAMERA REPORT OF ITS MEETING ON JUNE 29, 1989 BE RECEIVED AS INFORMATION.

THAT ITEM #1 OF THE HAMILTON CONVENTION CENTRE IN-CAMERA REPORT DATED JUNE 23, 1989 BE REFERRED BACK TO THE COMMITTEE FOR AMENDMENT.

THAT THE HAMILTON CONVENTION CENTRE IN-CAMERA REPORT OF ITS MEETING ON JUNE 23, 1989 BE RECEIVED AS INFORMATION.

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE FIVE MONTH PERIOD ENDED MAY 31, 1989 FOR COPPS COLISEUM, HAMILTON CONVENTION CENTRE AND HAMILTON PLACE GREAT HALL AND STUDIO THEATRE BE RECEIVED AS INFORMATION.

THAT THE HECFI MARKETING REPORT PREPARED BY MR. NORM MARSHALL BE REFERRED TO THE MANAGING DIRECTOR/CEO, UPON HIS APPOINTMENT.

THAT MANAGEMENT BE DIRECTED TO REVIEW BUDGET PROJECTIONS UP TO THE END OF 1989 TO ESTABLISH THEIR RELEVANCY GIVEN THE STATUS OF THE CURRENT FINANCIAL AND STATISTICAL STATEMENTS AND IF NECESSARY, MAKE RECOMMENDATIONS FOR AMENDMENT(S).

THAT THE DIRECTOR OF FINANCE AND ADMINISTRATION REPORT BE RECEIVED AS INFORMATION.

THAT HECFI MANAGEMENT HAVE THE OPTION OF RETAINING MR. MARSHALL ON AN AD HOC BASIS AS PROJECTS REQUIRING HIS ASSISTANCE DEVELOP.

(A) THAT AN ANNUAL MERIT INCREASE OF 3.5% BE APPROVED, EFFECTIVE JULY 1, 1989 FOR MR. BRAD CALDER, PLANT AND BUILDING OPERATING MANAGER, WHO IS IN PAY GRADE 19 ($50,009.95 - $58,767.28).

(B) THAT AN ANNUAL MERIT INCREASE OF 0.33% BE APPROVED, EFFECTIVE JULY 1, 1989, FOR MR. RICK DIFILIPPO, COMPTROLLER, WHO IS IN PAY GRADE 20 ($52,890.76 - $62,224.24).

NOTE: MR. DIFILIPPO'S ANNUAL MERIT INCREASE IS LIMITED TO 0.33% SINCE THAT WILL BRING HIS SALARY UP TO THE MAXIMUM OF THE APPROVED SALARY RANGE FOR PAY GRADE 20.

THAT THE NHL ATTENDANCE ANALYSIS PREPARED BY MR. JOHN LEUSER, DIRECTOR OF FINANCE AND ADMINISTRATION, BE RECEIVED AS INFORMATION.

THAT THE IN-CAMERA SESSION BE ADJOURNED AND THE REGULAR SESSION BE RE-CONVENED. (1:55 p.m.)

10. Adjournment

It was

MOVED by Mr. Levitt, seconded by Mr. McFarland

THAT THE MEETING BE ADJOURNED. (1:55 p.m.)

MOTION CARRIED.

TAKEN AS READ AND APPROVED:

ALDERMAN JOHN GALLAGHER, CHAIRMAN

Mrs. H. Evans, Acting Secretary

2. Correspondence

2.1 August 11th Correspondence to Mr. Macaluso from Mrs. M. Dow

The Society of
Management Accountants of Canada

La Société des
comptables en management du Canada

CMA
Certified Management Accountant
Comptable en management accrédité

August 11, 1989

Mr. Gabe Macaluso
Managing Director/CEO
HECFI

Dear Gabe:

I have been away for the month of July and the first of August (business and vacation, Edmonton, Calgary, Regina, Saskatoon, Banff, Lake Louise and Jasper) and now getting caught up on my backlog of work, both SMAC and HECFI related.

Congratulations on your appointment to the HECFI organization. I look forward to your input at HECFI.

HECFI has a great future but the entire HECFI team must work collectively towards a successful endeavour and favourable results, administratively and financially.

Cordially yours,

Mary Dow (Mrs.)

Note - As you know, CSAE's annual convention is in Winnipeg August 26-30, and in Hamilton in August 1990. I will be doing a presentation workshop at CSAE for SMAC but intend if at all possible, to get a word in on both HECFI and the City and the Region. We should discuss before I leave for Winnipeg (Aug. 25).

MANAGEMENT IN MOTION · LA GESTION EN MARCHE ·
WINDSOR
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Congrès National Conference
July 18, 19, 20 juillet • Ontario

3. **Minutes of July 21, 1989**

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, July 21, 1989
8:00 A.M.
HAMILTON CONVENTION CENTRE
Room 314

REGULAR MINUTES

PRESENT:	Alderman J. Gallagher, Chairman
	Mr. W. McFarland, First Vice-Chairman
	Alderman D. Agostino, Second Vice Chairman
	Mayor R. Morrow
	Alderman T. Murray
	Alderman W. McCulloch
	Alderman H. Merling
	Alderman T. Jackson
	Mr. W. Tidball
	Mr. T. Casey
	Mr. F. DeNardis
	Ms. A. VanDuzer
	Mr. N. Levitt
	Mr. G. Kwiatowski
ALSO PRESENT:	Mr. J. Leuser
	Mr. J. Crane
	Mr. T. Burrows
	Mr. S. Dockman
GUESTS:	Mr. L. Sage
	Mr. J. Johnson
	Mrs. D. Jones
	Alderman B. Hinkley
MEDIA:	Mr. J. Burns, C.H.M.L.
	Mr. D. Nolan, The Spectator

REGRETS: Alderman D. Drury
Mr. P. Cowell
Mrs. M. Dow

1. Chairman's Remarks

The Regular Session was called to order at 9:05 a.m. Mayor Morrow, on behalf of the Board of Directors, welcomed Mr. McFarland expressing his gratitude that Mr. McFarland's good health prevails.

2. Correspondence

MOVED by Alderman Murray, seconded by Mr. DeNardis that

THE CORRESPONDENCE BE RECEIVED.

MOTION CARRIED.

Note: Correspondence included a letter dated July 13, 1989 from the President of United Way in respect of the donation made by HECFI in memory of Mr. J. Jaggard; a Thank-You note from Mrs. Jaggard & Family; and a Thank-You note from Mr. W. McFarland.

3. Minutes of June 16, 1989

MOVED by Alderman Murray, seconded by Mr. Kwiatowski that

THE MINUTES OF JUNE 16, 1989 BE APPROVED.

MOTION CARRIED.

4. Business Arising From the Minutes

Nil

5. Committee Reports/Minutes

5.1 Executive Committee Seventh Report

MOVED by Alderman Murray, seconded by Mr. DeNardis that

THE EXECUTIVE COMMITTEE SEVENTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE DOCUMENTATION AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM DATED JUNE 15, 1989 IN RESPECT OF 'DAMAGE TO FORKLIFT AND CLAIM ON SELF INSURANCE FUND - COPPS COLISEUM' BE RECEIVED.

THAT THE COST, NOT TO EXCEED $10,000., TO CONDUCT A FEASIBILITY STUDY WITH RESPECT TO CHILLED WATER THERMAL STORAGE RETROFIT FOR THE CENTRAL UTILITIES PLANT BE FINANCED FROM C.U.P. OPERATING ACCOUNT NUMBER CH 55235 46001, ENERGY MANAGEMENT/IMPROVEMENTS.

THAT THE COST OF $37,573.20. TO REPLACE THE AUDIO SPEAKERS IN WENTWORTH EXHIBITION HALL BE FINANCED FROM THE CAPITAL FUND ACCOUNT NUMBER CF 928941006 5333, REPLACE AUDIO SPEAKERS IN WENTWORTH EXHIBITION HALL.

THAT THE REQUEST TO SUBSIDIZE A "A CHRISTMAS FANTASY" FROM THE SPECIAL EVENTS SUBSIDY FUND IN AN AMOUNT UP TO $5,500. BE DENIED.

MOTION CARRIED.

The following items were received for information:

(i) Marketing Services Report;
(ii) The Committee directed that management undertake a further review of the Special Events Subsidy Fund Application in respect of the United States Air Force Band making an appearance at Hamilton Place Theatre;
(iii) Correspondence;
(iv) The Committee Secretary was requested to conduct a review of Regional and City Committee dates and times and to recommend a date and time for the HECFI Executive Committee which will not be in conflict for any of its members;
(v) Committee Reports from the Copps Coliseum Committee; Hamilton Place Theatre Committee; and the Hamilton Convention Centre Committee.

5.1.1 Executive Committee Minutes of June 7, 1989

MOVED by Alderman Murray, seconded by Mr. Casey that

THE EXECUTIVE COMMITTEE MINUTES OF JUNE 7, 1989 BE RECEIVED.

MOTION CARRIED.

5.2 Copps Coliseum Committee Sixth Report

MOVED by Alderman Murray, seconded by Alderman Merling that

THE COPPS COLISEUM COMMITTEE SIXTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT HOLDBACK MONIES RETAINED TO DATE BY THE CORPORATION OF THE CITY OF HAMILTON, TREASURY DEPARTMENT, IN THE TOTAL AMOUNT OF $17,849.10. BE RELEASED TO THE CONTRACTOR, NAMELY BLENKHORN AND SAWLE LIMITED, SUBJECT TO A LIEN SEARCH BEING CONDUCTED BY THE CITY SOLICITOR'S DEPARTMENT AND APPROVAL OF THE TREASURY DEPARTMENT.

THAT THE PROPOSAL SUBMITTED BY ENGINEERING INTERFACE LTD., NORTH YORK, TO CONDUCT A FEASIBILITY STUDY WITH RESPECT TO CHILLED WATER THERMAL STORAGE RETROFIT FOR THE CENTRAL UTILITIES PLANT AT A COST NOT TO EXCEED $10,000. BE ACCEPTED; and THAT HECFI MAKE APPLICATION TO THE FEASIBILITY ASSISTANCE PLAN OFFERED BY ONTARIO HYDRO FOR A CONTRIBUTION OF FIFTY PERCENT (50%) TOWARDS THE COST OF THE AFOREMENTIONED FEASIBILITY STUDY; and THAT THE HECFI EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

The following items were received for information:

(i) Status Report on Confirmed Events/Performances at Copps Coliseum;
(ii) Marketing Services Report;
(iii) Documentation with respect to Copps Coliseum - Damage to Forklift and Claim on Self Insurance Fund, as submitted by the Director of Copps Coliseum dated June 15, 1989;

(iv) Report by the Director of Copps Coliseum;
(v) Mr. A. Todd of Restauronics Services Inc. and Mr. Bruce Smith of Volume Concession Services Inc. attended the meeting to respond to questions and concerns in respect of the food and its service at Copps Coliseum;
(vi) The Facility Director reported that he has provided the manager of Ivor Wynne Stadium with the names and telephone numbers of Copps Coliseum security and ushering part-time staff;
(vii) The July meeting was cancelled; the next meeting at the call of the Chairman.

5.2.1 Copps Coliseum Committee Minutes of May 24, 1989

MOVED by Alderman Murray, seconded by Mr. Kwiatowski that

THE COPPS COLISEUM COMMITTEE MINUTES OF MAY 24, 1989 BE RECEIVED.

MOTION CARRIED.

5.3 Hamilton Convention Centre Committee Sixth Report

MOVED by Mr. Levitt, seconded by Ms. VanDuzer that

THE HAMILTON CONVENTION CENTRE COMMITTEE SIXTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

THAT APPROVAL BE GIVEN TO THE REPLACEMENT OF THE AUDIO SPEAKERS IN WENTWORTH EXHIBITION HALL WITH SM-12 SPEAKERS PROVIDED BY J.L. SOUND SYSTEMS FOR THE TOTAL COST OF $37,573.20. AND THAT THE HECFI EXECUTIVE COMMITTEE BE REQUESTED TO RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

The following items were received for information:

(i) Report of the Operations Manager;
(ii) Correspondence;
(iii) Client Evaluations;
(iv) Marketing Services Report.

5.3.1 Hamilton Convention Centre Committee

MOVED by Mr. Levitt, seconded by Ms. VanDuzer that

THE HAMILTON CONVENTION CENTRE COMMITTEE MINUTES OF MAY 26, 1989 BE RECEIVED.

MOTION CARRIED.

5.4 Hamilton Place Theatre Committee Sixth Report

MOVED by Alderman McCulloch, seconded by Alderman Merling that

THE HAMILTON PLACE THEATRE COMMITTEE SIXTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

THAT $28,557.26 OF THE HOLDBACK MONIES TO SCHREIBER BROTHERS IN PAYMENT FOR ROOF REPLACEMENT AT HAMILTON PLACE THEATRE BE RELEASED.

MOTION CARRIED.

The following items were received for information:

(i) Report from the Director of Hamilton Place;
(ii) Marketing Services Report;
(iii) Report from the Assistant Director;
(iv) The Facility Director was requested to present the Committee with proposals for the expenditure of Hamilton Performing Arts Foundation funds;
(v) Correspondence dated May 31, 1989 from the Facility Director to Hamilton Place staff which enforces the "No Smoking" bylaw.

Alderman McCulloch advised the Board that the proposal call for the marquee is underway and expected to be complete within the next few days. The trees which have, in the past, blocked the signage on Main Street are diseased and will be removed by the City of Hamilton. The issue of King Street signage was briefly discussed; both the Hamilton Place Theatre and Convention Centre Committees are exploring feasible locations (among them being the north sides of the Hamilton Convention Centre and the Art Gallery).

The Hamilton Place Committee is currently investigating costs to install doors from the Piano Nobile to Commonwealth Square.

The No Smoking by-law will be enforced throughout Hamilton Place with the exception of an area in the Piano Nobile.

5.4.1 Hamilton Place Theatre Committee Minutes of May 25, 1989

MOVED by Alderman McCulloch, seconded by Alderman Merling that

THE HAMILTON PLACE THEATRE COMMITTEE MINUTES OF MAY 25, 1989 BE RECEIVED.

MOTION CARRIED.

6. New Business

6.1 1990 Memorial Cup

MOVED by Alderman Murray, seconded by Alderman Merling that

FUNDING IN THE AMOUNT OF $5,000. BE APPROVED TO ASSIST IN THE PREPARATION AND PRESENTATION OF THE BID AND RECEPTION FOR THE 1990 MEMORIAL CUP.

MOTION CARRIED.

7. Other Business

8. Date of Next Meeting

Friday, August 18, 1989
Hamilton Convention Centre
Albion C

9. Adjournment

MOVED by Alderman Murray, seconded by Mr. Kwiatowski that

THE REGULAR SESSION ADJOURN AT 9:25 A.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

_____
Alderman J. Gallagher, Chairman

_____
Patricia Bennett, Secretary

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

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SEP 27 1989
GOVERNMENT DOCUMENTS

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Friday, September 15, 1989
8:00 A.M
Hamilton Convention Centre
Room 314

REGULAR AGENDA

1. **Chairman's Remarks**

2. **Correspondence**

3. **Minutes of August 18, 1989** — Attachment 3

   3.1 Errors or Omissions
   3.2 Motion to Approve

4. **Minutes of Special Meeting August 31, 1989** — Attachment 4

   4.1 Errors or Omissions
   4.2 Motion to Approve

5. **Business Arising From the Minutes**

   Nil

6. **Committee Reports\Minutes**

   6.1 Executive Committee Ninth Report — Attachment 6.1
   6.1.1 Executive Committee Minutes of August 9, 1989 — Attachment 6.1.1

6.2	Copps Coliseum Committee Seventh Report	Attachment 6.2
6.2.1	Copps Coliseum Committee Minutes of June 28, 1989	Attachment 6.2.1
6.3	Hamilton Convention Centre Seventh Report	Attachment 6.3
6.3.1	Hamilton Convention Centre Minutes of June 23, 1989	Attachment 6.3.1
6.4	Hamilton Place Committee Seventh Report	Attachment 6.4
6.4.1	Hamilton Place Committee Minutes of June 29, 1989	Attachment 6.4.1

7. **New Business**

8. **Other Business**

9. **Date of Next Meeting:**

Friday, October 20, 1989
Copps Coliseum
Hamilton Room

10. **Adjournment**

Patricia Bennett
Secretary to the Board of Directors
September 11, 1989

Attachment 3

3. **Minutes of August 18, 1989**

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, August 18, 1989
8:00 A.M.
HAMILTON CONVENTION CENTRE
Albion C

REGULAR MINUTES

PRESENT:	Alderman J. Gallagher, Chairman Mr. W. McFarland, First Vice-Chairman Alderman D. Agostino, Second Vice-Chairman Alderman T. Murray Alderman W. McCulloch Alderman H. Merling Alderman T. Jackson Alderman D. Drury Mr. N. Levitt Mrs. M. Dow Mr. F. DeNardis Mr. G. Kwiatowski Mr. W. Tidball Ms. A. VanDuzer Mr. P. Cowell
ALSO PRESENT:	Mr. G. Macaluso Mr. J. Leuser Mr. T. Burrows Mr. J. Crane Mr. S. Dockman
REGRETS:	Mayor R. Morrow Mr. T. Casey
MEDIA:	J. Burns, C.H.M.L.

1. Chairman's Remarks

The Chairman called the meeting to order at 8:15 a.m. Alderman Gallagher opened the meeting by welcoming Mr. Gabe Macaluso as the new Managing Director/Chief Executive Officer of HECFI. Mr. Macaluso responded by expressing his gratitude at having been given the opportunity in the position.

The Regular Session was adjourned temporarily; the In-Camera Session was convened at 8:17 a.m. The meeting was reconvened at 10:15 a.m.

2. Correspondence

2.1 August 11th Correspondence to Mr. Macaluso from Mrs. M. Dow\Mr. Jaggard's July 21st Correspondence

MOVED by Alderman Agostino, seconded by Mr. McFarland that

THE AUGUST 11TH CORRESPONDENCE FROM MRS. M. DOW CONGRATULATING MR. MACALUSO AS WELL AS MR. PAUL JAGGARD'S JULY 21ST CORRESPONDENCE IN RESPECT OF HECFI'S CONTRIBUTION IN MEMORY OF JACK JAGGARD WERE RECEIVED.

MOTION CARRIED.

3. Minutes of July 21, 1989

MOVED by Alderman Agostino, seconded by Mr. McFarland that

THE MINUTES OF JULY 21, 1989 BE APPROVED.

MOTION CARRIED.

4. Business Arising From the Minutes

Nil

5. Committee Reports/Minutes

5.1 Executive Committee Eighth Report

MOVED by Alderman Agostino, seconded by Mr. McFarland that

THE EXECUTIVE COMMITTEE EIGHTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE JOB DESCRIPTION AS PREPARED FOR THE DIRECTOR OF MARKETING/PROMOTION BE REFERRED TO THE MANAGING DIRECTOR/CEO FOR HIS COMMENTS, TOGETHER WITH THE JOB DESCRIPTION FOR THE DIRECTOR OF THE HAMILTON CONVENTION CENTRE, WITH SAID COMMENTS TO BE PRESENTED AT THE NEXT HECFI EXECUTIVE COMMITTEE MEETING.

THAT MARKETING PERSONNEL BE REQUESTED TO ATTEND THE NEXT HAMILTON PLACE COMMITTEE MEETING TO DISCUSS THE MARKETING REPORT AND RELATED MATTERS.

THAT MANAGEMENT RECOMMEND ONLY THOSE APPLICATIONS FOR SUBSIDIZATION WHICH MEET THE GUIDELINES OF THE HECFI SPECIAL EVENTS SUBSIDY FUND BUT ADVISE ON THE APPLICATION FORM IF THE ORGANIZATION IS REQUESTING ADDITIONAL ASSISTANCE BEYOND THE GUIDELINES.

THAT SUBSIDY FOR THE UNITED STATES AIR FORCE BAND, OCTOBER 7 AND 8, 1989 BE APPROVED FOR MINIMUM RENT ONLY IN THE AMOUNT OF $4,400. FOR TWO PERFORMANCE DAYS IN HAMILTON PLACE THEATRE; AND THAT HECFI BE ACKNOWLEDGED AS A SPONSOR OF THE EVENTS IN ALL ADVERTISING AND PROMOTION RELATIVE TO THE EVENT.

THAT THE CANADIAN PARKS AND RECREATION ASSOCIATION BE ALLOWED TO SERVE DONATED WINE, TWO BOTTLES PER TABLE, WITH NO CORKAGE FEE FOR SERVICE, AT EACH OF THE TWO DINNERS TO BE HELD ON AUGUST 11TH AND AUGUST 14TH, 1989.

THAT THE CORRESPONDENCE FROM ROSS & MCBRIDE DATED JULY 28, 1989 WITH RESPECT TO THE PROPOSAL FOR LEGAL SERVICES BE ACKNOWLEDGED IN WRITING BY MANAGEMENT AS RECEIVED AND ACCEPTED.

THAT THE PERFORMANCE OF THE KING AND I, SEPTEMBER 26 - OCTOBER 1, 1989 BE CANCELLED.

THAT THE FOLLOWING RECOMMENDATION OF MR. J. POOK, HORTICULTURIST OF THE PARKS DIVISION BE ACCEPTED:

(1) REMOVAL OF THE EXISTING FIVE (5) TREES, INCLUDING THE STUMPS, AT A TOTAL COST OF $1,000. AND

(2) PLANT FIVE (5) NEW TREES IN THE DOWNTOWN CORE ON A REGIONAL ROAD AT A TOTAL COST OF $1,250.

MOTION CARRIED.

The following items were received for information:

(i) Consolidated unaudited operating results for the six month period ended June 30, 1989 for HECFI and CUP;

(ii) Financial Analysis of the Special Events Subsidy Reserve Account;

(iii) The Committee instructed Mr. Dockman, Operations Manager of the Hamilton Convention Centre, to review with Mr. Pavelka of the City's Streets and Sanitation, possible clean-up improvements to Summers Lane.

6. New Business

Nil

7. Other Business

Nil

8. Date of Next Meeting

Friday, September 15, 1989
Hamilton Convention Centre
Room 314

9. Adjournment

MOVED by Alderman Agostino, seconded by Mr. McFarland that

THE REGULAR SESSION ADJOURN. (10:34 a.m.)

MOTION CARRIED.

TAKEN AS READ AND APPROVED

_____
Alderman J. Gallagher, Chairman

_____
Patricia Bennett, Secretary

Attachment 4

4. **Minutes of Special Meeting August 31, 1989**

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

SPECIAL MEETING OF THE BOARD OF DIRECTORS

Thursday, August 31, 1989
12:00 Noon
Copps Coliseum
Hamilton Room

REGULAR MINUTES

PRESENT:	Alderman J. Gallagher, Chairman Mr. W. McFarland, First Vice-Chairman Alderman D. Agostino, Second Vice-Chairman Mayor R. Morrow Alderman T. Murray Alderman W. McCulloch Alderman D. Drury Alderman H. Merling Alderman T. Jackson Mr. W. Tidball Mr. G. Kwiatowski Mr. N. Levitt Mr. P. Cowell Mr. F. DeNardis Ms. A. VanDuzer
ALSO PRESENT:	Mr. G. Macaluso Mr. J. Leuser Mr. J. Crane
GUESTS:	Mr. L. Sage Mr. R. Hammel Alderman D. Christopherson Alderman T. Cooke Mr. J. Evans
MEDIA:	Mr. K. Peters, The Spectator Mr. E. Doyle, The Spectator Mr. J. Burns, C.H.M.L.
REGRETS:	Mr. T. Casey Mrs. M. Dow

The Chairman called the Regular Session to order at 12:46 p.m.

Business Arising From the Minutes

N.H.L. Franchise

The Board received the Managing Director's August 31st report which outlined City Council's request that the HECFI Board of Directors reconsider:

a) "Reconsider calling for a consultant and, if one is still deemed to be required, further consider that it be done through a public proposal call;

b) Strike a Special Community Bid Committee comprised of a cross section of Hamilton politicians and citizens to work together with any successful consultant, if one is hired to bring an N.H.L. franchise to Hamilton;

c) Send a letter from City Council and the HECFI Board of Directors to the Expansion Committee of the N.H.L. Board of governors expressing our interest in having a franchise team come to the City of Hamilton."

The floor was opened to speakers. Alderman Christopherson cited the following concerns:

- that a contract of this size was not put out to public tender in order that the City may review and/or consider alternatives;
- there is not a game plan in place for the expenditure of the reserve funds;
- the costs associated with the acquisition of a franchise have not been addressed;
- it is unknown whether consultant fees will reach $100,000. or $200,000;
- HECFI and the City of Hamilton will be locked into one agent - is he the only individual who can perform the task(s)? - is he the best "personality" suited for the negotiations?;
- a bid committee backed by solid individuals from the community should be struck so that the City is not totally reliant upon one individual.

Alderman Christopherson requested that the Board seek a consensus, develop a thorough proposal addressing the expressed concerns of Council including a critical path which City Council can support.

Mayor Morrow stressed that Mr. Patterson is the right person for the job; that he has the right contacts - i.e. N.H.L. owners and governors as well as prospective investors/sponsors; that HECFI management followed their instructions in obtaining a legal opinion and in amending the original contract to further protect HECFI and the City of Hamilton; that there is a time element which must be taken into consideration.

Mr. McFarland took the chair at 1:06 p.m.

Mr. Macaluso reported that there are only two consultants in Ontario with the qualifications necessary to represent Hamilton in an N.H.L. bid; Mr. Patterson being one of them; Mr. Alan Eagleson, the other. Mr. Eagleson cannot, at this time, take on the project.

Alderman Gallagher resumed the chair at 1:10 p.m.

During the discussion the Board reached the consensus that albeit the formal tendering process was not completed, HECFI management did comply with the City's requirements in that other consultants were investigated and as well, the proposed consultant fees which are projected at $100,000. are within the City's guidelines which permit a tender to be awarded outside the formal process, when required. It was also agreed that HECFI, which constitutes the nucleus of a Citizen Bid Committee, is prepared to add members to work in conjunction with and under the direction of the consultant in the acquisition of an N.H.L. franchise.

It was

MOVED by Alderman Agostino, seconded by Alderman Murray that

THE H.E.C.F.I. BOARD OF DIRECTORS BE GRANTED APPROVAL TO UTILIZE ANY OF THE UNCOMMITTED FUNDS IN THE H.E.C.F.I. RESERVE FOR CAPITAL PROJECTS FOR THE PURPOSE OF SECURING AN N.H.L. FRANCHISE FOR THE CITY OF HAMILTON AS OUTLINED IN THE CONTRACT BETWEEN H.E.C.F.I. AND CARROLL, PATTERSON INC.; and

THAT A LETTER BE SENT FROM CITY COUNCIL AND THE H.E.C.F.I. BOARD OF DIRECTORS TO THE EXPANSION COMMITTEE OF THE N.H.L. BOARD OF GOVERNORS EXPRESSING INTEREST IN HAVING A FRANCHISE TEAM COME TO THE CITY OF HAMILTON.

MOTION CARRIED. (unanimously)

In its response to City Council the Board of Directors will further advise the following:

- The Board of Directors, while fully cognizant of the City of Hamilton's tendering policies, agreed that in this instance it would not be in the best interests of The City of Hamilton or H.E.C.F.I. to delay the retention of a consultant to assist with the acquisition of an N.H.L. franchise if Hamilton is to be represented at the Annual December N.H.L. Governors' meetings. The consultant has outlined a vigorous critical path which, in order to accomplish, will require the full period beginning September 1, 1989 to December 15, 1989.

- The Managing Director/CEO researched the prevalence of consultants who had the specialized qualifications, experience and contacts required to assist with the acquisition of an N.H.L. franchise; the result being that there are two in Ontario - one of those being Mr. G. Patterson of Carroll, Patterson Inc.; the other is unavailable for such a project.

- The Board concurred that in respect of a Special Community Bid Committee the H.E.C.F.I. Board itself constituted the nucleus of a citizens' committee; and that additional citizen members may be included at such time as suggested by the consultant; and that the committee will work in conjunction with and at the direction of the consultant.

MOVED by Alderman Agostino, seconded by Mr. McFarland that

THE REGULAR SESSION BE ADJOURNED. (1:52 p.m.)

MOTION CARRIED.

TAKEN AS READ AND APPROVED

_____
Alderman J. Gallagher
Chairman of the Board

_____
Patricia Bennett
Secretary

Attachment 6.1

6.1 Executive Committee Ninth Report

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

REPORT TO THE HECFI BOARD OF DIRECTORS OF THE HECFI EXECUTIVE COMMITTEE MEETING OF SEPTEMBER 6, 1989

The HECFI Executive Committee presents its **NINTH** Report and respectfully recommends:

1. Volume Concession Services - 1989-1990 Price Proposal

That Item 3 of the Seventh Report of the Copps Coliseum Committee relative to the 1989-1990 Price Proposal by Volume Concession Services Inc. be referred back to the Managing Director/CEO in order to obtain a detailed analysis, item by item, to justify the 6.2% increase in prices, with consideration given to the average number of events taking place.

2. Method of Financing for the Supply and Delivery of One (1) 3500 kg. Forklift

That the purchase of one (1) 3500 kg. forklift in the total amount of $34,399.00 be financed from the City Reserve for Uninsured Losses Account No. RF 56006-25217.

Note: The Copps Coliseum Committee, at its meeting of August 23, 1989, requested that the HECFI Executive Committee recommend the method of financing. We have received authorization from the City to charge this purchase to the aforementioned reserve account. Background information is attached as **Schedule "A"**.

3. Method of Financing for Lighting Retrofit - Hamilton Convention Centre

That the City Co-ordinating Committee be requested to recommend to City Council that:

(a) approval to proceed with the lighting retrofit project for the Hamilton Convention Centre at a net capital cost of $48,665.16 (gross cost of $57,518.66 less incentives totalling $8,853.50 to be received under Ontario Hydro's Commercial Incentive Program); and

(b) funding of the net cost of $48,665.16 for this project to be from the Central Utilities Plant's reserve for capital projects, cost centre RF 25309.

Note: Capital funding for this project has not been provided for in the 1989-1993 Capital Budget Programme. The City Treasury Department concurs with the suggested method of financing.

The Copps Coliseum Committee, at its meeting on August 23, 1989, requested that the HECFI Executive Committee recommend the method of financing of this project. The total net cost of $48,665.16 in lighting retrofits is expected to result in total annual savings of $44,632.32 which represents a payback period of only 1.1 years. These savings would primarily be in energy costs. The energy costs of the Hamilton Convention Centre are provided for in the Central Utilities Plant operating budget.

4. **Mobile Signs - Summers Lane**

That Item 2 of the Seventh Report of the Hamilton Convention Centre Committee be referred back to the Hamilton Convention Centre Committee in order that they may review identifying the Hamilton Convention Centre without using mobile signs.

The following are items for information only:

1. **Consolidated Unaudited Operating Results for the Seven Month Period Ended July 31, 1989**

1.1 For HECFI

Attached as **Schedule "B"**.

1.2 For CUP

Attached as **Schedule "C"**.

2. **Marketing Services Reports - July and August**

These Reports were transferred to the in-camera session of the meeting for discussion.

3. Upper Plaza Level - outside Hamilton Place and the Hamilton Convention Centre

A brief discussion took place relative to the continued use of the upper plaza level area. It was mentioned that the C.P.R.A. Conference used the space and appreciated the area. Mr. Gabe Macaluso, Managing Director/CEO advised that this area will be included in the expansion plans that the Chairman of the Hamilton Convention Centre Committee requested.

RESPECTFULLY SUBMITTED

"John Gallagher" per J. Mills

ALDERMAN JOHN GALLAGHER, CHAIRMAN
HECFI EXECUTIVE COMMITTEE

J. Mills

Joan Mills
Committee Secretary

Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule "A"

FROM John A. Leuser, Director of Finance and Administration
Name & Title

DATE August 28, 1989

FOR ACTION [XX] FOR INFORMATION [ ] File No. _____

TO: BOARD [ ] (OR) HECFI Executive Committee [XXX]

SUBJECT

Method of Financing for the Supply and Delivery of One (1) 3500 kg. Forklift

RECOMMENDATION

That the purchase of one (1) 3500 kg. forklift in the total amount of $34,399.00 be financed from the City Reserve for Uninsured Losses Account No. RF 56006-25217.

BACKGROUND

The Copps Coliseum Committee, at its meeting of August 23, 1989, requested that the HECFI Executive Committee recommend the method of financing. We have received authorization from the City (attached) to charge this purchase to the above reserve account.

John A. Leuser

John A. Leuser, C.A.
Director of Finance
and Administration

JAL:jm

THE CORPORATION OF THE CITY OF HAMILTON

City Hall, 71 Main Street West, Hamilton, Ontario L8N 3T4

Hold/89

RECEIVED
JUL 24 1989
CITY CLERKS

1989 July 21

Mr. E. A. Simpson
City Clerk

Dear Sir:

SUBJECT

Damage to forklift in accident on March 12, 1989.

RECOMMENDATION

That the forklift be replaced, either new or used, and charged to the Reserve for Uninsured Losses (copy of report attached).

R. Salayko

MANAGER OF ADMINISTRATION
DEPARTMENT OF PUBLIC WORKS

RS/ap
Encl.

Date Approved JUL 27 1989

E. A. Simpson

E. A. SIMPSON, CITY CLERK

c.c. Mr. E. C. Matthews, City Treasurer
Attention: Mr. D. Cobb

Mrs. R. Salayko, Manager of Administration
Department of Public Works

√John Leuser
H.E.C.F.I.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

UNAUDITED OPERATING RESULTS FOR THE

SEVEN MONTH PERIOD ENDED JULY 31, 1989

Schedule "B"

Hamilton Entertainment and Convention Facilities Inc.

FROM John A. Leuser, Director of Finance and Administration (Name & Title) DATE August 16, 1989

FOR ACTION ☐ FOR INFORMATION ☒ File No. _____

TO: BOARD ☐ (OR) All (Committee) ☒

Subject

Consolidated Unaudited Operating Results for HECFI for the Seven Month Period Ended July 31, 1989.

Comments

HECFI - Consolidated

HECFI's budgetary deficit or over-expended municipal contribution for the month and the seven month period ended July 31, 1989 were approximately $74,204 and $29,952, respectively. For the same seven month period in 1988 HECFI reported a budgetary surplus or under-expended municipal contribution of $677,891.

An analysis of the budgetary deficit (surplus) or over (under) expended municipal contribution for each HECFI Department is as follows:

	Budgetary Deficit (Surplus) or Over (Under) Expended Municipal Contribution	
	For The Month of July 1989	For The Seven Month Period Ended July 31, 1989
Hamilton Convention Centre	$ 9,584	$(316,662)
Hamilton Place Theatre	(12,569)	197,466
Copps Coliseum	88,676	213,895
Corporate	(11,487)	(64,747)
HECFI Total	$ 74,204	$ 29,952

An analysis of HECFI's revenue performance for the month and seven month period in relation to the budget and the prior year by facility/division is summarized in the following four tables:

	A Comparison Of Actual With Budgeted Revenue For The Month of July, 1989		Increase (Decrease) Over Budget	
	Actual	Budget	$ Amount	Percentage
Hamilton Convention Centre	$109,299	$110,000	$ (701)	(0.6)%
Hamilton Place Theatre	44,719	74,561	(29,842)	(40.0)%
Copps Coliseum	58,746	173,114	(114,368)	(66.1)%
Corporate	13,407	27,537	(14,130)	(51.3)%
HECFI Total	$226,171	$385,212	$(159,041)	(41.3)%

	A Comparison Of 1989 Actual With 1988 Actual Revenue For The Month of July		Increase (Decrease) Over 1988	
	1989	1988	$ Amount	Percentage
Hamilton Convention Centre	$109,299	$118,449	$ (9,150)	(7.7)%
Hamilton Place Theatre	44,719	21,821	22,898	104.9%
Copps Coliseum	58,746	157,564	(98,818)	(62.7)%
Corporate	13,407	17,139	(3,732)	(21.8)%
HECFI Total	**$226,171**	**$314,973**	**$(88,802)**	**(28.2)%**

	A Comparison Of Actual With Budgeted Revenue For The Seven Month Period Ended July 31, 1989		Increase (Decrease) Over Budget	
	Actual	Budget	$ Amount	Percentage
Hamilton Convention Centre	$1,936,081	$1,530,000	$ 406,081	26.5%
Hamilton Place Theatre	782,034	897,656	(115,622)	(12.9)%
Copps Coliseum	845,398	1,233,538	(388,140)	(31.5)%
Corporate	286,949	317,304	(30,355)	(9.6)%
HECFI Total	**$3,850,462**	**$3,978,498**	**$(128,036)**	**(3.2)%**

	A Comparison Of 1989 Actual With 1988 Actual Revenue For the Seven Month Period Ended July 31		Increase (Decrease) Over 1988	
	1989	1988	$ Amount	Percentage
Hamilton Convention Centre	$1,936,081	$1,521,497	$ 414,584	27.2%
Hamilton Place Theatre	782,034	804,311	(22,277)	(2.8)%
Copps Coliseum	845,398	1,313,492	(468,094)	(35.6)%
Corporate	286,949	327,480	(40,531)	(12.4)%
HECFI Total	**$3,850,462**	**$3,966,780**	**$(116,318)**	**(2.9)%**

Hamilton Convention Centre

The Convention Centre realized for the month of July and the seven month period ended July 31, 1989, budgetary surpluses (deficits) of approximately $(9,584)and $316,662, respectively.

The budgetary deficit of $9,584 for the month arose primarily due to repairs and maintenance expenditure accounts being over budget for the month. As well, temporary staff were utilized to perform various repairs and maintenance projects in the month.

The budgetary surplus of $316,662 for the seven month period ended July 31, 1989 arose as a result of expenditures being controlled while revenue for the period exceeded budget by $406,081 or 26.5%.

Hamilton Place Theatre

For the month of July and seven month period then ended, Hamilton Place realized a budgetary surplus (deficit) of approximately $12,569 and $(197,466), respectively.

The budgetary surplus of $12,569 for the month arose primarily as a result of an error found in the new accounting system which related to the first six months.

The budgetary deficit of $197,466 for the year to date period resulted from losses being realized on a number of shows promoted during the period.

Copps Coliseum

Copps Coliseum realized for the month of July and the seven month period ended July 31, 1989 budgetary deficits of approximately $88,676 and $213,895, respectively.

The budgetary deficit of $88,676 for the month resulted primarily from not achieving the number of events projected in the budget.

The budgetary deficit of $213,895 for the seven month period ended July 31, 1989 is primarily a result of the actual number of performances booked being below the number projected (47 performances booked versus 64 budgeted).

Corporate

For the month of July and the seven month period then ended, the Corporate Department realized budgetary surpluses of approximately $11,487 and $64,747, respectively.

The surpluses for the month and seven month period arose primarily from savings resulting from the vacancy in the position of Managing Director/CEO. It should be noted that the savings from this vacancy will be used to finance the cost of the Pay Equity consulting project and a forecasted overdraft in respect of legal fees.

John A. Leuser, C.A.
Director of Finance
and Administration

attach.

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

BALANCE SHEET

AS AT JULY 31, 1989

ASSETS		LIABILITIES AND RESERVES	
CURRENT		CURRENT	
CASH	$19,800	ACCOUNTS PAYABLE AND ACCRUALS	$115,277
ACCOUNTS RECEIVABLE	$398,667	ADVANCE TICKET SALES AND DEPOSITS	$542,063
PREPAIDS	$15,707	UNREDEEMED GIFT CERTIFICATES	$96,645
INVENTORIES	$96,870	TOTAL CURRENT LIABILITIES	$753,985
DUE FROM CITY OF HAMILTON	$244,035		
		RESERVES	$21,094
TOTAL ASSETS	$775,079	TOTAL LIABILITIES AND RESERVES	$775,079

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

A SUMMARIZED CONSOLIDATED OPERATING STATEMENT

	CONVENTION CENTRE		HAMILTON PLACE		COPPS COLISEUM		CORPORATE (COMMON TO THREE FACILITIES)		CONSOLIDATED				
	The Seven Month Period Ended July 31 1989		The Seven Month Period Ended July 31 1989		The Seven Month Period Ended July 31 1989		The Seven Month Period Ended July 31 1989		The Seven Month Period Ended July 31 1989		Annual Budget For 1989	% of 1989 Annual Budget Spent or Achieved	The Seven Month Period Ended July 31 1988
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual			Actual
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Revenue	$1,530,000	$1,936,081	$897,656	$782,034	$1,233,538	$845,398	$317,304	$286,949	$3,978,498	$3,850,462	$6,520,600	59.1%	$3,966,780
Expenditures	$1,790,220	$1,879,639	$1,249,684	$1,331,528	$1,180,165	$1,005,920	$1,123,428	$1,028,326	$5,343,497	$5,245,413	$8,966,560	58.5%	$4,840,731
Excess of Expenditures Over Revenue From Operations	$260,220	($56,442)	$352,028	$549,494	($53,373)	$160,522	$806,124	$741,377	$1,364,999	$1,394,951	$2,445,960	57.0%	$873,951
Contribution from the City of Hamilton	$260,220	$260,220	$352,028	$352,028	($53,373)	($53,373)	$806,124	$806,124	$1,364,999	$1,364,999	$2,445,960	55.8%	$1,551,842
Budgetary Surplus(Deficit) @ July 31		$316,662		($197,466)		($213,895)		$64,747		($29,952)			$677,891
LESS Budgetary Surplus(Deficit) @ June 30		$326,246		($210,035)		($125,219)		$53,260		$44,252			$630,252
Budgetary Surplus Increase(Decrease) Over Previous Month		($9,584)		$12,569		($88,676)		$11,487		($74,204)			$47,639

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HAMILTON CONVENTION CENTRE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Annual 1989 Budget	Budgeted Operating Results For: The Month of July 1989	Budgeted Operating Results For: The Seven Month Period Ended July 31 1989	Actual Operating Results For: The Month of July 1989	Actual Operating Results For: The Seven Month Period Ended July 31 1989	Percentage of Total 1989 Annual Budget Spent or Achieved	Actual Operating Results For: The Seven Month Period Ended July 31 1988
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE							
RENTALS AND LICENCE FEES	$513,000	$15,000	$314,000	$14,806	$343,372	66.9%	$252,34
OTHER RENTALS	22,000	840	11,760	1,426	16,268	73.9%	12,36
RECOVERIES	93,500	3,500	49,000	6,079	80,735	86.3%	54,82
OTHER REVENUE	70,500	2,660	37,240	2,262	57,706	81.9%	31,78
FOOD AND BEVERAGE SALES	2,213,000	88,000	1,118,000	84,726	1,438,000	65.0%	1,170,17
	$2,912,000	$110,000	$1,530,000	$109,299	$1,936,081	66.5%	$1,521,49
EXPENDITURES							
ADMINISTRATION	$332,020	$27,672	$193,700	$16,995	$141,780	42.7%	$179,39
BUILDING MAINTENANCE	396,690	30,493	228,537	35,564	227,774	57.4%	195,19
IATSE PAYROLL	0	0	0	0	521	0.0%	
SECURITY	112,000	12,530	64,353	8,749	69,041	61.6%	66,44
OPERATIONS	112,240	8,271	64,139	8,957	68,321	60.9%	58,80
FOOD AND BEVERAGE - ADMINISTRATION AND CLIENT SERVICES	140,480	12,718	83,766	11,545	73,661	52.4%	74,29
FOOD AND BEVERAGE - KITCHEN	900,320	47,260	483,239	54,665	560,510	62.3%	459,97
FOOD AND BEVERAGE - BANQUET	976,460	50,637	513,082	61,585	592,533	60.7%	514,99
MARKETING	273,270	22,772	159,404	23,178	145,498	53.2%	140,61
	$3,243,480	$212,353	$1,790,220	$221,238	$1,879,639	58.0%	$1,689,71
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	$331,480	$102,353	$260,220	$111,939	($56,442)	-17.0%	$168,21

NOTE: The revenue and expenditure detail on the above balances are available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HAMILTON PLACE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Annual 1989 Budget	Budgeted Operating Results For: The Month of July 1989	Budgeted Operating Results For: The Seven Month Period Ended July 31 1989	Actual Operating Results For: The Month of July 1989	Actual Operating Results For: The Seven Month Period Ended July 31 1989	Percentage of Total 1989 Annual Budget Spent or Achieved	Actual Operating Results For: The Seven Month Period Ended July 31 1988
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE							
RENTALS & LICENCE FEES	$359,000	$16,000	$233,985	($5,340)	($21,002)	-5.9%	$202,539
OTHER RENTALS	72,360	6,031	42,217	5,103	41,134	56.8%	39,999
RECOVERIES	740,560	40,469	486,200	38,593	609,550	82.3%	432,247
OTHER REVENUE	65,460	4,197	39,913	3,279	38,672	59.1%	34,734
FOOD AND BEVERAGE SALES	145,000	7,864	95,341	3,084	113,680	78.4%	94,792
	$1,382,380	$74,561	$897,656	$44,719	$782,034	56.6%	$804,311
EXPENDITURES							
ADMINISTRATION	$396,770	$33,067	$231,469	$30,774	$216,639	54.6%	$246,717
MAINTENANCE	287,560	22,512	167,986	16,714	152,231	52.9%	175,537
MEETING ROOMS	2,600	217	1,519	195	296	11.4%	529
FRONT OF HOUSE	116,940	7,127	74,902	4,717	91,023	77.8%	65,480
OPERATION - SPECIFIC SHOW EXPENSES	609,180	33,039	400,577	2,315	506,260	83.1%	362,173
STAGE - PROPERTY	342,970	28,582	200,074	34,054	189,350	55.2%	179,908
SECURITY	61,070	4,130	38,079	7,950	36,591	59.9%	31,158
BEVERAGE AND CATERING SERVICE	91,480	5,361	59,135	837	56,034	61.3%	45,915
SHOW PROMOTIONS	122,200	8,359	75,943	2,427	83,104	68.0%	64,550
	$2,030,770	$142,394	$1,249,684	$99,983	$1,331,528	65.6%	$1,171,967
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS:	$648,390	$67,833	$352,028	$55,264	$549,494	84.7%	$367,656

NOTE: The revenue and expenditure detail on the above balances are available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
COPPS COLISEUM
SUMMARY OF REVENUE AND EXPENDITURES

Description	Annual 1989 Budget	Budgeted Operating Results For The Month of July 1989	Budgeted Operating Results For The Seven Month Period Ended July 31 1989	Actual Operating Results For The Month of July 1989	Actual Operating Results For The Seven Month Period Ended July 31 1989	Percentage of Total 1989 Annual Budget Spent or Achieved	Actual Operating Results For The Seven Month Period Ended July 31 1988
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE							
RENTAL, LICENCE FEES AND SHOW REVENUES	$900,000	$88,250	$563,000	$40,750	$411,970	45.8%	$657,102
OTHER RENTALS	199,340	15,728	113,096	13,917	79,512	39.9%	37,212
RECOVERIES	519,170	36,425	291,407	2,137	194,675	37.5%	313,298
OTHER REVENUE	134,900	9,651	81,557	1,457	52,548	39.0%	80,333
FOOD AND BEVERAGE CONCESSIONS	328,600	23,060	184,478	485	106,693	32.5%	225,547
	$2,082,010	$173,114	$1,233,538	$58,746	$845,398	40.6%	$1,313,492
EXPENDITURES							
ADMINISTRATION	$350,210	$29,184	$204,282	$28,525	$209,804	59.9%	$199,130
MAINTENANCE	623,730	42,985	381,737	44,855	297,486	47.7%	337,830
EVENT PLANNING/OPERATIONS	538,510	41,763	308,870	29,011	260,591	48.4%	300,247
IATSE PAYROLL	153,810	11,015	86,025	187	64,253	41.8%	95,862
SECURITY	212,900	16,714	122,475	10,626	106,081	49.8%	122,628
SOUVENIRS	3,800	317	2,219	25	1,692	44.5%	899
DISPLAY ADVERTISING	32,000	1,850	22,750	2,758	7,985	25.0%	0
MARKETING	88,800	7,401	51,807	9,550	58,028	65.3%	46,003
	$2,003,760	$151,229	$1,180,165	$125,537	$1,005,920	50.2%	$1,102,599
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	($78,250)	($21,885)	($53,373)	$66,791	$160,522	-205.1%	($210,893)

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HECFI - CORPORATE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Annual 1989 Budget	Budgeted Operating Results For: The Month of July 1989	Budgeted Operating Results For: The Seven Month Period Ended July 31 1989	Actual Operating Results For: The Month of July 1989	Actual Operating Results For: The Seven Month Period Ended July 31 1989	Percentage of Total 1989 Annual Budget Spent or Achieved	Actual Operating Results For: The Seven Month Period Ended July 31 1988
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE							
OTHER REVENUE	$73,000	$5,083	$35,581	$5,000	$36,000	49.3%	$35,000
BOX OFFICE REVENUE	449,800	22,454	281,723	8,407	250,949	55.8%	292,480
	$522,800	$27,537	$317,304	$13,407	$286,949	54.9%	$327,480
EXPENDITURES							
ADMINISTRATION	$599,200	$49,934	$349,532	$45,597	$335,881	56.1%	$276,806
BOX OFFICE	477,230	31,309	290,411	23,828	255,551	53.5%	225,688
MANAGING DIRECTOR/CEO	231,650	19,306	135,142	9,226	96,480	41.6%	130,899
MARKETING	709,560	70,249	348,343	66,530	340,414	48.0%	243,062
	$2,017,640	$170,798	$1,123,428	$145,181	$1,028,326	51.0%	$876,455
EXCESS OF EXPENDITURES OVER REVENUES FROM OPERATIONS	$1,494,840	$143,261	$806,124	$131,774	$741,377	49.6%	$548,975

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE CENTRAL UTILITIES PLANT

UNAUDITED OPERATING RESULTS FOR THE SEVEN MONTH

PERIOD ENDED JULY 31, 1989

Schedule "C"

Hamilton
Entertainment
and Convention
Facilities Inc.

FROM John A. Leuser, Director of Finance and Administration
Name & Title

DATE August 16, 1989

FOR ACTION ☐ FOR INFORMATION ☒ File No. _____

TO: BOARD ☐ (OR) Copps Coliseum and HECFI Executive Committee ☒

SUBJECT

Unaudited Operating Results for the Central Utilities Plant (C.U.P.) for the Seven Month Period Ended July 31, 1989.

COMMENTS

The budgetary surpluses for the month and seven month period ended July 31, 1989 are approximately $25,691 and $117,462, respectively. This compares favourably with the prior year's budgetary surplus of $99,491 at July 31, 1988.

The surplus for the month arose primarily due to the following reasons:

1) salary, wage and benefit cost savings of $6,875 were realized from reduced overtime costs;
2) hydro and heating costs were $14,803 below budget;
3) energy management costs were $2,500 under budget;
4) actual maintenance costs were below budget expectations.

The year-to-date surplus arose primarily due to:

1) salary, wage and benefit cost savings of $25,048;
2) hydro and heating costs were $46,014 under budget;
3) energy management costs were $9,656 below budget;
4) actual maintenance costs were below budget expectations.

John A. Leuser

John A. Leuser, C.A.
Director of Finance and
Administration

attach.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CENTRAL UTILITIES PLANT
SUMMARY OF EXPENDITURES

Description	Annual 1989 Budget	Budgeted Operating Results For: The Month of July 1989	Budgeted Operating Results For: The Seven Month Period Ended July 31 1989	Actual Operating Results For: The Month of July 1989	Actual Operating Results For: The Seven Month Period Ended July 31 1989	Percentage of Total 1989 Annual Budget Spent or Achieved	Actual Operating Results For: The Seven Month Period Ended July 31 1988
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
EXPENDITURES							
OPERATIONS	$871,560	$72,632	$508,424	$62,195	$483,008	55.4%	$447,728
MAINTENANCE	453,960	37,831	264,817	34,971	239,667	52.8%	215,448
CITY HALL	235,000	22,668	137,530	19,122	108,232	46.1%	129,091
ONTARIO GOVERNMENT BUILDING	220,350	22,868	125,558	19,918	126,900	57.6%	121,477
PEDESTRIAN ARCADE/OVERPASS	47,420	3,727	27,463	3,238	25,258	53.3%	22,274
PARKING AUTHORITY - UNDERGROUND	97,190	6,304	54,983	5,654	56,957	58.6%	56,991
COPPS COLISEUM	336,250	19,250	177,764	22,887	164,315	48.9%	183,708
HAMILTON CENTRAL LIBRARY	269,610	22,631	161,415	18,654	148,229	55.0%	142,960
HAMILTON PLACE	258,300	18,529	158,174	11,685	127,752	49.5%	133,078
ART GALLERY	120,800	11,230	66,870	9,872	66,452	55.0%	66,768
HAMILTON FARMERS MARKET	38,670	3,243	23,202	4,477	39,531	102.2%	20,549
HAMILTON CONVENTION CENTRE	252,400	17,350	144,157	16,790	162,608	64.4%	141,431
RECOVERY FROM USERS	(631,060)	(58,345)	(357,151)	(55,236)	(373,165)	59.1%	(355,370)
EXPENDITURES TOTAL	$2,570,450	$199,918	$1,493,206	$174,227	$1,375,744	53.5%	$1,326,133
MUNICIPAL CONTRIBUTION	$2,570,450	$199,918	$1,493,206	$199,918	$1,493,206	58.1%	$1,425,624
BUDGETARY SURPLUS (DEFICIT)	$0	$0	$0	$25,691	$117,462	-	$99,491

NOTE: The expenditure detail on the above balances is available upon request.

6.1.1 Executive Committee Minutes of August 9, 1989

THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

EXECUTIVE COMMITTEE

Wednesday, August 9, 1989
12:30 p.m.
Copps Coliseum
Hamilton Room

REGULAR SESSION

PRESENT: Ald. J. Gallagher, Chairman
Mr. W. McFarland, Vice-Chairman
Ald. M. McCulloch
Ald. D. Agostino
Mr. N. Levitt

ALSO PRESENT: Mr. J. Leuser
Mr. T. Burrows
Mr. S. Dockman
Mrs. J. Mills, Secretary

REGRETS: Ald. T. Murray (on City business)

1. Chairman's Remarks

The Chairman called the meeting to order, at 12:35 p.m.

2. Minutes of Previous Meeting

It was

MOVED by Mr. Levitt, seconded by Mr. McFarland

THAT THE JULY 12, 1989 HECFI EXECUTIVE COMMITTEE REGULAR MINUTES BE ACCEPTED AS CIRCULATED.

MOTION CARRIED.

3. Business Arising from Minutes

3.1 Job Description for Director of Marketing/Promotion

It was

MOVED by Mr. McFarland, seconded by Alderman McCulloch

THAT THE JOB DESCRIPTION AS PREPARED FOR THE DIRECTOR OF MARKETING/PROMOTION BE REFERRED TO THE MANAGING DIRECTOR/CEO FOR HIS COMMENTS, TOGETHER WITH THE JOB DESCRIPTION FOR THE

DIRECTOR OF THE HAMILTON CONVENTION CENTRE, WITH SAID COMMENTS TO BE PRESENTED AT THE NEXT HECFI EXECUTIVE COMMITTEE MEETING.

MOTION CARRIED.

4. Marketing Services Report

The Committee expressed concern relative to the 1/2 price last minute Seat Sell-Off Campaign for Sugar Babies and the 1/2 price offer to various local corporations for Chorus Line and Evita. Mr. Thomas B. Burrows, Director of Hamilton Place, advised that the 1/2 price offer was not for the orchestra seating nor the matinee performance, but only for the mezzanine and balcony seating. He advised further that the complaints by the public were from patrons who had purchased orchestra seats and were concerned that they would be sitting beside someone who paid 1/2 price, and those concerns were addressed. Alderman McCulloch stated that the Hamilton Place Committee will ascertain if the 1/2 price last minute Seat Sell-Off campaign for the musicals should be repeated or modified.

With respect to the Marketing Services Report for July, 1989, the Committee had further questions relative to the Report and requested that Ms. Mary Webb, Marketing Services Manager, Messrs. Cripps and Watson, Advertising/Promotion/Public Relations Co-ordinators, attend the next Hamilton Place Committee meeting to elaborate on the Report and other marketing matters. It was

MOVED by Mr. Levitt, seconded by Alderman McCulloch

THAT MARKETING PERSONNEL BE REQUESTED TO ATTEND THE NEXT HAMILTON PLACE COMMITTEE MEETING TO DISCUSS THE MARKETING REPORT AND RELATED MATTERS.

MOTION CARRIED.

5. Committee Reports

There were no reports from the Committees, as they did not meet in July.

6. Consolidated Unaudited Operating Results for the Six Month Period Ended June 30, 1989

6.1 for HECFI

It was

MOVED by Mr. Levitt, seconded by Alderman McCulloch

THAT THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR HECFI FOR THE SIX MONTH PERIOD ENDED JUNE 30, 1989 BE RECEIVED.

MOTION CARRIED.

6.2 for CUP

It was

MOVED by Alderman Agostino, seconded by Alderman McCulloch

THAT THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR CUP FOR THE SIX MONTH PERIOD ENDED JUNE 30, 1989 BE RECEIVED.

MOTION CARRIED.

7. New Business

7.1 Financial Analysis of the Special Events Subsidy Reserve Account

MOVED by Mr. Levitt, seconded by Mr. McFarland

THAT THE FINANCIAL ANALYSIS OF THE SPECIAL EVENTS SUBSIDY RESERVE ACCOUNT AS OF JULY 31, 1989 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

7.2 HECFI Special Events Subsidy Fund Guidelines and Procedures

Mr. John Leuser, Director of Finance and Administration indicated that policy had not been followed with respect to the Fund for some time. He stated that approvals for subsidization have included event charge subsidies and the Fund has also underwritten losses.

The Committee felt that the guidelines and procedures should be more flexible and requested that the they be amended to reflect same by adding the words "except at the direction of the HECFI

Board of Directors" under the Limitations of Subsidization section.

The Committee asked that management only recommend those applications for subsidization that meet the guidelines of the fund, but advise on the application form if the organization is requesting additional assistance beyond the guidelines. The Committee requested that the application form be amended to reflect this item.

Following discussion, it was

MOVED by Mr. McFarland, seconded by Alderman Agostino

THAT MANAGEMENT RECOMMEND ONLY THOSE APPLICATIONS FOR SUBSIDIZATION WHICH MEET THE GUIDELINES OF THE HECFI SPECIAL EVENTS SUBSIDY FUND, BUT ADVISE ON THE APPLICATION FORM IF THE ORGANIZATION IS REQUESTING ADDITIONAL ASSISTANCE BEYOND THE GUIDELINES.

MOTION CARRIED.

7.3 Special Events Subsidy Fund Application - United States Air Force Band - Hamilton Place

At the last Executive Committee meeting, the Committee questioned the event's eligibility for subsidization from the Special Events Subsidy Fund and directed that further review take place. Management was also asked to provide all available documentation and a copy of HECFI's policy outlining the criteria for a Special Event Subsidy Fund application.

Mr. Thomas B. Burrows, Director of Hamilton Place, suggested that under the guidelines, this event may qualify as a special local event. It was noted that the Hamilton Spectator would be acting a co-sponsor to the event. Following discussion, it was

MOVED by Alderman McCulloch, seconded by Alderman Agostino

THAT SUBSIDY FOR THE UNITED STATES AIR FORCE BAND, OCTOBER 7 AND 8, 1989 BE APPROVED FOR MINIMUM RENT ONLY IN THE AMOUNT OF $4,000 FOR TWO PERFORMANCE DAYS IN HAMILTON PLACE THEATRE; AND

THAT HECFI BE ACKNOWLEDGED AS A SPONSOR OF THE EVENTS IN ALL ADVERTISING AND PROMOTION RELATIVE TO THE EVENT.

MOTION CARRIED.

8. Other Business

8.1 Correspondence Received

The Chairman relayed the contents of a letter received from William G. Charlton, Q.C. of Ross & McBride to the Committee. Ross & McBride stated that while the firm has enjoyed its association with HECFI, it will not be responding to the proposal call for legal services.

MOVED by Ald. McCulloch, seconded by Mr. McFarland

THAT THE CORRESPONDENCE FROM ROSS & MCBRIDE DATED JULY 28, 1989 WITH RESPECT TO THE PROPOSAL FOR LEGAL SERVICES BE ACKNOWLEDGED IN WRITING BY MANAGEMENT AS RECEIVED AND ACCEPTED.

MOTION CARRIED.

8.2 Donated Wine - Canadian Parks and Recreation Association Conference - Additional Requests

It was

MOVED by Alderman McCulloch, seconded by Alderman Agostino

THAT THE CANADIAN PARKS AND RECREATION ASSOCIATION BE ALLOWED TO SERVE DONATED WINE, TWO BOTTLES PER TABLE, WITH NO CORKAGE FEE FOR SERVICE, AT EACH OF THE TWO DINNERS TO BE HELD ON AUGUST 11TH AND AUGUST 14TH, 1989.

MOTION CARRIED.

9. Date of Next Meeting

The Committee requested that all future meetings begin at 12:30 p.m. instead of 12:00 noon.

10. Motion to Move In-Camera

It was

MOVED by Alderman Agostino, seconded by Mr. McFarland

THAT THE IN-CAMERA SESSION COMMENCE. (1:35 p.m.)

MOTION CARRIED.

The following motions were carried in the in-camera session:

THAT THE MINUTES OF JULY 12, 1989 BE ACCEPTED AS CIRCULATED.

THAT A REGISTERED LETTER, UNDER THE SIGNATURE OF THE CHAIRMAN OF THE HECFI BOARD, BE SENT TO ORGANIZATIONS WITH OUTSTANDING ACCOUNTS OVER 90 DAYS EXPRESSING CONCERN AND THAT CERTAIN SERVICES BE DISCONTINUED.

THAT THE ITEM RELATIVE TO THE INSTALLATION OF A CELLULAR TELEPHONE IN THE CITY OF HAMILTON VEHICLE PROVIDED TO THE MANAGING DIRECTOR/CEO BE TABLED TO THE OCTOBER MEETING OF THE HECFI EXECUTIVE COMMITTEE.

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE SIX MONTH PERIOD ENDED JUNE 30, 1989 FOR COPPS COLISEUM, HAMILTON CONVENTION CENTRE AND HAMILTON PLACE THEATRE BE RECEIVED AS INFORMATION.

THAT THE FINANCIAL PROJECTION OF OPERATING RESULTS TO DECEMBER 31, 1989 BE RECEIVED AS INFORMATION; AND

THAT THE PERFORMANCE OF THE KING AND I, SEPTEMBER 26 - OCTOBER 1, 1989 BE CANCELLED.

THAT THE FOLLOWING RECOMMENDATION OF MR. J. POOK, HORTICULTURIST OF THE PARKS DIVISION BE ACCEPTED:

(1) REMOVAL OF THE EXISTING 5 TREES, INCLUDING THE STUMPS, AT A TOTAL COST OF $1,000; AND

(2) PLANT 5 NEW TREES IN THE DOWNTOWN CORE ON A REGIONAL ROAD AT A TOTAL COST OF $1,250.

NOTE: THE COST OF THE ABOVE RECOMMENDATION WOULD BE CONSIDERED AS PART OF THE TOTAL CAPITAL COST OF INSTALLING THE HAMILTON PLACE MARQUEE.

THAT THE IN-CAMERA SESSION BE ADJOURNED AND THE REGULAR SESSION BE RE-CONVENED. (2:30 P.M.)

MOTIONS CARRIED.

11. Adjournment

It was

MOVED by Mr. Levitt, seconded by Alderman McCulloch

THAT THE MEETING BE ADJOURNED. (2:30 p.m.)

MOTION CARRIED.

TAKEN AS READ AND APPROVED:

ALDERMAN JOHN GALLAGHER, CHAIRMAN

Mrs. J. Mills, Secretary

Attachment 6.2

6.2 **Copps Coliseum Committee Seventh Report**

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

August 24, 1989.

**REPORT TO THE HECFI BOARD OF DIRECTORS
FROM THE COPPS COLISEUM COMMITTEE MEETING
OF AUGUST 23, 1989**

The Copps Coliseum Committee presents its **SEVENTH** Report and respectfully recommends the following:

1. **Copps Coliseum - Supply and Delivery of One (1) 3500 Kg. Forklift; Acceptance of Tender, Lansing Canada Inc.**

That the tender submitted by Lansing Canada Inc. for the supply and delivery of one (1) 3500 Kg. Forklift in the total amount of $34,399.00 be accepted and that the H.E.C.F.I. Executive Committee recommend the method of financing.

Note: Lowest of four (4) tenders received.

NOTE: (i) Documentation is attached.

2. **Future Marketing Strategy**

That future Marketing Plans include budget provisions for the Board members to become involved, where possible, in site visits, promotional activities, etc.

3. **Volume Concession Services - 1989-1990 Price Proposal**

That the proposed prices as submitted by Volume Concession Services Inc. dated July 28, 1989, for the 1989-1990 season be approved.

NOTE: (i) Documentation is attached.

4. **Hamilton Convention Centre - Lighting Retrofit**

That the Hamilton Entertainment and Convention Facilities Inc. make application to the Ontario Hydro Commercial Incentive Program for retrofitting of existing lighting systems to energy efficient lighting at the Hamilton Convention Centre as described in the following areas:

	Location	Installation Cost	Total Annual Savings	Incentives
(a)	Throughout	$41,487.60	$40,120.04	$ 4,620.00
(b)	Interior Corridors	4,631.06	1,229.32	665.00
(c)	Exterior Stairwells	650.00	238.33	150.00
(e)	Loading Dock Area	10,750.00	3,044.63	3,148.50
	Total	$57,518.66	$44,632.32	$ 8,853.50

Payback Period - 1.3 Years

and that the H.E.C.F.I. Executive Committee recommend the method of financing for the project.

NOTE: (i) **The August 17, 1989 Report from the Director of Copps Coliseum outlines the financial incentives offered by Ontario Hydro. It was agreed that the Director of Finance & Administration will obtain additional information with respect to the incentives and will recommend the method of financing.**

(ii) **The Committee agreed that Item (d), Location: Wentworth and Chedoke Exhibition Halls be deleted from the project due to the installation cost of $105,600.00.**

(iii) **Documentation is attached.**

5. <u>Chairman Mills: Manager</u>

That approval be given to the proposed replacement of Mr. Gary Evans as Manager, Chairman Mills, Hamilton by Mr. Gilles Bouchard.

NOTE: (i) **Documentation is attached.**

The following are for information only:

1. **Status Report on Confirmed Events/Performances at Copps Coliseum**

The Status Report on Confirmed Events/Performances at Copps Coliseum - August to November 1989.

NOTE: (i) Documentation is attached.

2. **Marketing Services Report**

The Marketing Services Report - August 1989.

NOTE: (i) The Committee agreed that the Marketing Services Report could be improved by providing more detail, i.e. copies of ads placed, copies of bid packages (World Junior Hockey Championships, Memorial Cup), and additional information and copies of ads from OK&D.

3. **Consolidated Unaudited Operating Results for H.E.C.F.I.**

The Consolidated Unaudited Operating Results for HECFI for The Seven Month Period Ended July 31, 1989.

4. **Unaudited Operating Results for the Central Utilities Plant**

The Unaudited Operating Results for the Central Utilities Plant for the Eleven Month Period Ended July 31, 1989.

5. **Correspondence**

The correspondence dated June 30, 1989 from Alderman B. Hinkley on behalf of the Keep Hamilton Clean Citizens Committee.

NOTE: (i) Documentation is attached.

6. Report by the Director of Copps Coliseum

The Report by the Director of Copps Coliseum, dated August 18, 1989.

NOTE: (i) Documentation is attached.

Respectfully submitted,

P. Cowell

Mr. Paul Cowell, Vice-Chairman.

M. G. McCaffrey

Gail McCaffrey, Secretary.

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MEMORANDUM

FOR ACTION: XXXX

TO: Copps Coliseum Committee,
Attn: Ms. G. McCaffrey, Secretary

FROM: Mr. John T. Crane
Director, Copps Coliseum

DATE: 1989 August 22

SUBJECT: **COPPS COLISEUM - Supply and Delivery of One (1) 3500 Kg. Forklift; Acceptance of Tender, Lansing Canada Inc.**

RECOMMENDATION:

That 1) The tender submitted by Lansing Canada Inc. for the supply and delivery of one (1) 3500 Kg. forklift in the total amount of $34,399.00 be accepted.

2) The H.E.C.F.I. Executive Committee recommend the method of financing.

Note: Lowest of four (4) tenders received.

BACKGROUND:

In response to a call for tenders issued by the Manager of Purchasing, four (4) quotations were received for the supply and delivery of one (1) 3500 Kg. forklift for Copps Coliseum. Attached please find tender analysis dated 1989 August 17.

Lansing Canada Inc. submitted the lowest quotation for the forklift specified. They have offered a Nissan CRG H02-F-35V liquid propane gas operated forklift with a lifting capacity of 3500 Kg. @ 500 mm load centre. The Nissan forklift has proven to be a very reliable unit as demonstrated through our past experience with similar models. In addition the maintenance service provided by Lansing Canada Inc. has been very good in the past and present.

I am recommending that the tender submitted by Lansing Canada Inc. for the supply and delivery of the aforementioned forklift in the total amount of $34,399.00 including all applicable taxes be accepted and that the H.E.C.F.I. Executive Committee recommend the method of financing.

NOTE: Funding necessary for this purchase is available from the City Reserve for Uninsured Losses Account No. RF 56006 25217.

Respectfully submitted,

JTC:mgm

John T. Crane,
Director,
Copps Coliseum.

Attachment

SUPPLY & DELIVERY OF ONE (1) 3500 KG FORK LIFT LPG OPERATED INDOOR TYPE FOR COPPS COLISEUM

T11-06-89

VENDOR	UNIT PRICE	PST 8%	TOTAL	MADE & MODEL	
Lansing Canada Inc.	31,851.00	2548.00 ✓	34,399.00 ✓	Nissan CRG HO2-F-35V	
All-Lift Ltd.	28,746.25	2299.70	31,045.95 * See NOTE	TCM FCG 35N5	F.S.T. extra if applicable
Crothers Limited	42,389.00	3391.00 ✓	45,780.00 ✓	Caterpillar, Model T70D	
Liftow Limited	36,975.00	2958.00 ✓	39,933.00 ✓	Toyota F6C-35	

ATTENDEES: Alderman Wm. McCulloch
E. Simpson, City Clerk
J. Avery, Purchasing Department

August 17, 1989

NOTE · Total price as quoted by All-Lift Ltd. does not include F S T.
F.S.T. is applicable to this purchase.
Total price, as revised accordingly:

Unit Price	$ 28,746.25
+ 13.5% FST	3,880.74
+ 8% PST.	2,610.16
TOTAL	$ 35,237.15

89 August 21.

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MEMORANDUM

FOR ACTION: XXXX

TO: Copps Coliseum Committee,
Attn: Ms. G. McCaffrey, Secretary

FROM: Mr. John T. Crane
Director, Copps Coliseum

DATE: 1989 August 17

SUBJECT: **Volume Concession Services**
1989-1990 Price Proposal

RECOMMENDATION:

That the proposed prices as submitted by Volume Concession Services Inc. for the 1989-1990 season be approved.

BACKGROUND:

The attached documentation has been submitted by Volume Concession Services Inc. in regards to price increases of their products for the 1989-1990 season.

Respectfully submitted,

JTC:mgm

John T. Crane,
Director,
Copps Coliseum.

attchms.

VOLUME CONCESSION SERVICES INC.

MEMORANDUM

TO: Mr. J. T. Crane. Director, Copps Coliseum

FROM: Mr. B. Smith , Volume Concession Services

DATE: July 28, 1989

SUBJECT: 1989-1990 price proposal

Background

1 The Ontario minimum wage increased from $4.75 to $5.00 on October 1 1989. An increase of 5.3%.

2 The Consumer Price Index increased 6.2% over the past 12 months in Southern Ontario. Some of our costs have risen substantially over the Consumer Price Index, these include ice cream, popcorn, paper supplies, and hot dogs.

3 A combination of tax and price increases during the past year has seen the price of a keg of beer rise 8.8%. Alcohol has increased 8.4% over this time period.

Food Prices

The following survey shows our current and proposed pricing, and compares us to similar facilities in the country. The proposed new prices result in an increase of 6.2% over all although some specific items have risen more than the inflation rate.

Beverage Prices

The survey also illustrates the cost of 12oz beer prices for other facilities. The price of a small draft has risen 9.3%. A large draft has increased 2.6%. Since 70% of beer sales are large draft the effective increase is 4.6% on combined beer prices. Our overall avarage increase in pricing of alcoholic beverages is 2.9%.

We hope that the proposed prices for 1988- 1989 season meet with your approval. An effort has been made to keep prices in line and maintain value to our customers.

Yours Respectfully,

B. Smith
B.S./p.r.

COPPS COLISEUM
101 YORK BLVD./HAMILTON, ONTARIO L8R 3L4/TELEPHONE: (416) 521-0323

PRICING PROPOSAL 1989 - 1990 SEASON

VOLUME SERVICES

COPPS COLISEUM

PRODUCTS	CALGARY SADDLE DOME	NORTHLAND COLISEUM	IVOR WYNNE STADIUM	MAPLE LEAF GARDENS	MONTREAL FORUM	B.C. PLACE	EXHIBITION STADIUM	WINNIPEG ARENA	COMMONWEALTH STADIUM	SASKATOON PLACE	SKY DOME	COPPS COLISEUM 1988 - 1989	COPPS COLISEUM 1989 - 1990	$ INCREASE
HOT DOGS:														
12/LB					$1.50									
10/LB	$1.50			$2.00			$1.35	$1.25			$1.89			
8/LB						$1.75						$1.60	$1.75	$0.15
6/LB		$2.00	$2.00					$1.75			$3.51			
5/LB						$2.50	$3.18		$2.25	$2.25		$2.35	$2.50	$0.15
CHEESE DOG							$3.75					$2.55	$2.75	$0.20
CHILI DOG												$2.75	$2.95	$0.20
SPECIAL SAUSAGE	$2.50	$2.50	$3.00			$2.75		$2.00				$2.50	$2.75	$0.25
NACHOS:														
REGULAR	$2.50	$2.00	$2.70	$2.75	$1.85	$2.25		$2.25	$2.75	$2.75	$4.05	$2.50	$2.75	$0.25
DELUXE												$2.75	$2.95	$0.20
POPCORN:														
24 OZ		$1.00		$1.00	$1.05			$1.25						
32 OZ	$1.25		$1.20			$1.50			$1.50	$1.50	$1.62	$1.35	$1.50	$0.15
46 OZ			$1.80	$1.50	$1.85		$1.50	$1.50						
85 OZ	$2.50	$2.00						$2.50	$2.50	$2.50		$2.25	$2.50	$0.25
SOFT DRINKS:														
12 OZ	$1.25		$1.00	$1.00		$1.00		$1.25	$1.25	$1.25		$1.15	$1.25	$0.10
14 OZ							$1.25							
16 OZ	$1.50	$1.00		$1.25		$1.50		$1.50			$1.50	$1.35	$1.50	$0.15
20 OZ		$1.25							$1.75	$1.75		$1.60	$1.70	$0.10
32 OZ	$2.25													
COFFEE	$0.75	$0.60	$0.80	$0.75	$1.00	$0.88	$1.08	$0.80	$0.75	$0.75	$1.07	$0.80	$0.85	$0.05
HOT CHOCOLATE	$0.75	$0.60	$0.80	$0.75			$1.08	$1.13	$1.00	$1.00		$0.80	$0.85	$0.05
PRETZEL				$1.50	$1.60		$1.62		$1.75	$1.75	$1.87	$1.60	$1.75	$0.15
POTATOE CHIPS	$1.00	$0.50	$0.70	$0.80		$0.85	$1.00	$0.85	$1.00	$1.00		$0.90	$0.95	$0.05
CARAMEL CORN				$1.75		$1.50	$2.25	$1.25	$1.50	$1.50	$2.50	$1.50	$1.75	$0.25
PEANUTS				$1.00	$0.85	$1.00		$1.25	$1.00	$1.00		$1.00	$1.25	$0.25
PIZZA	$1.50	$1.95			$2.30	$2.50	$3.00	$1.50	$2.50	$2.50	$3.51	$2.00	$2.25	$0.25
ICE CREAM BARS		$0.75	$1.50	$1.00	$1.05	$1.00		$1.00	$0.75	$0.75	$1.40	$1.00	$1.25	$0.25
ICE CREAM CONES		$1.25				$1.50					$1.40	$1.30	$1.50	$0.20
CANDY FLOSS	$1.50		$1.00		$1.65	$1.25		$1.50				$2.00	$2.00	$0.00
SLUSH					$0.95							$1.00	$1.00	$0.00
FRUIT DRINK												$1.50	$1.50	$0.00
ROAST BEEF ON A BUN								$2.50				$3.95	$3.95	$0.00
TACO												$2.00	$2.00	$0.00

PRICING PROPOSAL 1989 - 1990 SEASON

VOLUME SERVICES

COPPS COLISEUM

PRODUCTS	CALCARY SADDLE DOME	NORTHLAND COLISEUM	IVOR WYNNE STADIUM	MAPLE LEAF GARDENS	MONTREAL FORUM	B.C. PLACE	EXHIBITION STADIUM	WINNIPEG ARENA	COMMONWEALTH STADIUM	SASKATOON PLACE	SKY DOME	COPPS COLISEUM 1988 - 1989	COPPS COLISEUM 1989 - 1990	INCREASE
BEER:														
12 OZ			$2.75	$2.85	$2.65	$3.25	$2.85	$3.00	$2.75	$2.50	$3.30	$2.70	$2.95	$0.25
20 OZ												$3.85	$3.95	$0.10
LIQUOR AND MIX												$3.00	$3.25	$0.25
PEACH SCHNAPPS SHOOTER												$3.30	$3.30	$0.00
FUZZY NAVEL												$3.95	$3.95	$0.00
COOLERS												$3.95	$3.95	$0.00

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MEMORANDUM

FOR ACTION: Copps Coliseum Committee,
Attn: Ms. G. McCaffrey, Secretary

FOR INFORMATION: Hamilton Convention Centre Committee,
Attn: Mrs. B. Goddard, Secretary

FROM: Mr. John T. Crane
Director, Copps Coliseum

DATE: 1989 August 17

SUBJECT: **Hamilton Convention Centre - Lighting Retrofit**

RECOMMENDATION:

That

1) The Hamilton Entertainment and Convention Facilities Inc. make application to the Ontario Hydro Commercial Incentive Program for retrofitting of existing lighting systems to energy efficient lighting at the Hamilton Convention Centre.

2) The H.E.C.F.I. Executive Committee recommend the method of financing for the project.

BACKGROUND:

In cooperation with representatives from Ontario Hydro and Critical Power Systems, an audit of energy inefficient lighting systems was conducted at the Hamilton Convention Centre.

This audit identified five (5) styles of lighting fixtures currently located throughout the facility which could be retrofitted with new, higher efficiency light sources. With the replacement of these existing fixtures, significant reductions in electrical demand and consumption would be realized, translating into energy cost savings of approximately $50,000.00 annually.

Attached please find Lighting Retrofit Proposal as submitted by Critical Power Systems. This computer generated spreadsheet identifies the five existing lighting fixture types which could be retrofitted with new, high efficiency lighting. The installed cost and resultant energy savings are depicted for each fixture style. Specifically;

a) Location: Throughout

Description: Remove all existing 150 W incandescent pot lights (approximately 924) and replace with 13 W compact fluorescent tubes.

Total Annual Savings: $40,120.04

Installation Cost: $41,487.60

Payback Period: One (1) Year

Advantages of retrofit;

i) Electrical demand and consumption cost savings are significant as evident by the one year straight line payback period.

ii) Maintenance cost, i.e. lamp changing is also reduced as a result of the longer rated lamp life for the compact fluorescents, i.e. 16,000 hours versus 4,000 hours for the incandescent. Even when we take into consideration the additional replacement cost for the compact fluorescent tubes, it is estimated that an additional $1,980.00 per annum will be saved in maintenance costs.

iii) Light quality; A much more even light is dispersed by the compact fluorescent fixture. Light hot spots evident with the incandescent pot lights are eliminated. Although lighting levels are reduced marginally with the compact fluorescent fixture, the quality of light provided is greater. It should be noted that a section of corridor within the Convention Centre has been retrofitted with the compact fluorescent tubes and initial reaction to same from an aesthetical point of view is favourable.

b) Location: Interior Corridors

Description: Remove all existing 25 W decorative incandescent clear lamps (approximately 133) and replace with 7 W mini fluorescent tubes (MFT).

Total Annual Savings: $1,229.32

Installation Cost: $4,631.06

Payback Period: 3.8 Years

Advantages of retrofit;

i) Electrical demand and consumption cost savings will be realized.

ii) Maintenance cost savings will also be derived from increased lamp life of MFTs.

iii) Light quality; These fixtures are decorative in nature and do not contribute significantly to lighting intensity. The style of the existing as compared to the retrofit fixture is identical. However the incandescent element is substituted with a higher efficient fluorescent.

c) Location: Exterior Stairwells

Description: Remove all existing 100 W round dish incandescent fixtures (approximately ten [10]) and replace with 13 W hard wired rectangular fluorescent fixtures.

Total Annual Savings: $238.33

Installation Cost: $650.00

Payback Period: 2.7 Years

Advantages of retrofit;

i) Marginal reduction in electrical demand and consumption costs.

ii) Increased lamp life i.e. 16,000 hours as compared to 4,000 hours for incandescent counterpart.

iii) Light quality; The lighting level produced by both existing and retrofit fixtures is essentially equal. The retrofit fixture is designed for exterior use and is manufactured from high impact plastic which should make it more resistant to damage and vandalism.

d) Location: Wentworth and Chedoke Exhibition Halls

Description: Remove all existing 400 W mercury vapour fixtures (approximately 264) and replace with 250 W metal halide fixtures.

Total Annual Savings: $ 7,504.83

Installation Cost: $105,600.00

Payback Period: 14.1 Years

Advantages of retrofit;

i) Electrical demand and consumption costs savings of approximately $9,000.00 per annum will be realized.

ii) Lighting systems in the Exhibition Halls will be updated to a higher efficiency system. The metal halide lamp is currently the most efficient source of "white" light available.

iii) As compared to the existing mercury vapour, metal halide is far superior in producing better colour rendering. Although lighting levels are reduced marginally with metal halide lamps, the improved colour rendering will achieve a more natural lighting appearance.

Disadvantages of retrofit;

i) Initial installation cost is high which subsequently lengthens the project payback period.

ii) Maintenance costs are increased as a result of the shorter lamp life of metal halide bulbs as compared to mercury vapour. It is estimated that the annual maintenance on the retrofit system will be approximately $2,300.00 greater than the existing mercury vapour. However, this increased maintenance cost is offset by the annual energy cost savings resulting in a net saving of approximately $7,500.00 per annum.

e) Location: Loading Dock Area

Description: Remove all existing 400 W mercury vapour fixtures (approximately 43) and replace with 150 W high pressure sodium (HPS)

Total Annual Savings: $ 3,044.63

Installation Cost: $10,750.00

Payback Period: 3.5 Years

Advantages of retrofit;

i) Electrical demand and consumption cost savings of approximately $3,150.00 per annum will be realized.

Disadvantages of retrofit;

i) Although the rated lamp life of high pressure sodium fixtures is greater than that of the existing mercury vapour i.e. 28,000 hours as compared to 24,000 hours respectively, replacement HPS lamps are more costly. This translates into a slightly higher annual maintenance cost of approximately $100.00 for the HPS lighting system.

Summary

When we combine the five components of the proposed lighting retrofit programme itemized above, the following total annual savings and installation costs can be determined i.e.

Total Annual Savings	:	$ 52,137.15
Installation Cost	:	$163,118.66
Payback Period	:	3.1 Years

From an energy management point of view, this lighting retrofit programme exhibits significant reductions in both electrical demand and consumption charges. The total installation cost will be recovered in 3.1 years from cost savings derived from both electrical and maintenance cost reductions. Once the installation cost is recovered, annual cost savings of approximately $50,000.00 will be realized indefinitely.

Financing

Capital funding for this project has not been provided for in the 1989-1993 Capital Budget Programme. However, a method of financing is available to us through financial incentives offered in the Ontario Hydro Commercial Incentive Programme. Attached please find information sheet entitled "Financial Incentives via the Enermark Business Finance Plan" as prepared by the Commercial Marketing Department of Ontario Hydro.

In essence, Ontario Hydro will contribute a pre-determined amount for each lighting fixture that is retrofitted under this program. This amount or incentive will total $21,129.50 for this particular project. This incentive is then returned to Ontario Hydro to offset interest charges on a capital loan of $163,118.66 required for project implementation. The principal amount is then repaid over a term of 23 months. Total cost savings resulting from the retrofit project are utilized to pay a portion of the loan. The balance of the loan repayment would be provided for in the upcoming 1990 operating budget i.e.

Total Installation Cost:	$163,118.66*
Total Incentive to Pay Interest:	21,129.50
Estimated Term of Loan:	23 Months
Estimated Monthly Payment:	$ 7,092.12
Monthly Savings (to be applied against loan payment)	4,344.76
Balance of Loan Repayment to be Financed from Operating Budget	$ 2,747.36

* Note: The total installation cost indicated includes labour, hence there is the potential to reduce this cost should we utilize our staff resources for installation. In addition, by tendering the material supply component of this project, the cost of same may be reduced.

Conclusion

The potential cost savings available to us as a result of this lighting retrofit proposal are significant and once the initial installation cost is repaid, will continue indefinitely.

Accordingly, I am recommending that H.E.C.F.I. make application to the Ontario Hydro Commercial Incentive Programme for retrofitting of existing lighting systems to energy efficient lighting systems at the Convention Centre and that the H.E.C.F.I. Executive Committee recommend the method of financing for this project.

Respectfully submitted,

JTC:mgm

John T. Crane,
Director,
Copps Coliseum.

attchms.

LIGHTING RETROFIT PROPOSAL — THE HAMILTON CONVENTION CENTRE

SUBMITTED BY CRITICAL POWER SYSTEMS
5200 DIXIE ROAD
MISSISSAUGA (625 4213)

ATTN. MR. D MACDONALD

GENERAL	EXISTING							RETROFIT							SAVINGS									IMPLEMENTATION			INCENTIVES			
LOCATION	USAGE HRS/YR	QTY	DESCRIPTION	WATTS PER FIXT.	TOTAL WATTS (KW)	RATED LAMP LIFE (HRS)	REPL. LAMP COST PER FIXT.	QTY	DESCRIPTION	WATTS PER FIXT.	TOTAL WATTS (KW)	RATED LAMP LIFE (HRS)	REPL. LAMP COST PER FIXT.	KILO WATT SAVINGS (KW)	AIR COND KILOWATT DEMAND REDUCTION (KW)	ENERGY USE REDUCTION (KWH)	LIGHTING @ $9.75 DEMAND SAVINGS ($)	LIGHTING @$0.0272 ENERGY SAVINGS ($)	6 MONTHS AIR COND DEMAND SAVINGS ($)	6 MONTHS AIR COND ENERGY USE SAVINGS $	LAMP SAVINGS ($)	TOTAL SAVINGS ($)	PER FIXTURE COST PART & LABOUR	TIME INSTALLED COST ($)	PAY BACK YRS	@ $5.00 PER SCREW-IN COMPACT FLUOR.	@ $15.00 PER HMID WIRE CURRACT FLUOR.	@ $300.00 PER TELEWATT SAVED	TOTAL INCENTIVE
HAMILTON	5840	924	POT LIGHT 150W	150	138.	4000	$4.50	924	SCR DE13W @ R40	17	15.71	16000	$12.12	122.9	30.72	717689.3	$14,378.36	$19,521.15	$1,797.30	$2,440.14	$1,903.09	$40,120.04	$44.90	$41,467.60	1.0	$4,620.00			$4,620.00
HAMILTON	5840	133	640 CLEAR LAMP	25	3.32	4000	$4.50	133	SCR DE7 TT 840	10	1.33	16000	$5.43	2.0	0.50	11650.0	$233.42	$316.90	$29.10	$39.61	$610.21	$1,229.32	$34.82	$4,631.06	3.0	$665.00			$665.00
STAIRWELLS	5840	10	PRMD DISH 100W	100	1	4000	$2.00	10	H/W MEM REFL 13W	17	0.17	16000	$5.43	0.8	N/A	4847.2	$97.11	$131.84	N/A	N/A	$9.30	$238.33	$65.00	$650.00	2.7		$150.00		$150.00
LOW WALLS	3500	264	MERC 400W	455	120.	24000	$10.00	264	METAL HALIDE 250W	300	79.20	10000	$32.00	40.9	10.23	143220.0	$4,707.64	$3,895.50	$598.96	$486.95	($2,263.80)	$7,504.03	$400.00	$105,600.00	14.1			$12,276.00	$12,276.00
RECEIVING	5840	43	MERC 400W	455	19.5	24000	$10.00	43	HPS 150W MEM FIX	190	8.17	20000	$32.00	11.4	N/A	66596.0	$1,333.22	$1,810.07	N/A	N/A	($98.65)	$3,044.63	$250.00	$10,750.00	3.5			$3,410.50	
THUMS				262						104.5				178.0	41.45	943954.00	$20,829.74	$25,675.55	$2,424.93	$2,966.70	$240.23	$52,137.15		$163,110.66	3.1	$5,285.00	$150.00	$15,699.50	$21,129.50

TOTAL COST OF RETROFIT	$163,110.66
TOTAL PROJECT COST	$163,110.66

ESTIMATED TERM OF LOAN	23 MONTHS
@ RF	13.0
EST. MONTHLY PAYMENT	$7,092.12
MONTHLY SAVINGS	$4,344.76

TOTAL INCENTIVE TO PAY INTEREST $21,129.50

FINANCIAL INCENTIVES VIA THE ENERMARK BUSINESS FINANCE PLAN

To encourage our Commercial and Industrial customers to implement energy efficient technologies into their operations, Ontario Hydro has developed programs that offer financial incentives. These programs will be administered under the EnerMark Business Finance Plan.

Form of Financing

Although other forms of financing are planned for the near future, all financing at this time will be in the form of 0% loans. All incentives will be translated into 0% loans. The amount of the total incentive will determine the term of the 0% loan.

For example, a customer decides to relamp 5,000 fluorescent lamps from 40W to 34W. The total cost of the relamping is $15,000. The incentive offered by Ontario Hydro (50¢/tube, if installed by contractor) = $2,500.

The incentive will be offered in the form of a $15,000 loan at 0% for a term of 32 months. Essentially, the interest that Ontario Hydro absorbs over the 32-month period is financially equivalent to $2,500 using a prime rate of 12.25% as the basis. The customer is responsible for repaying the principal of $15,000 in monthly payments of $469.00.

Process

All Financial Incentive applications must be submitted to the Ontario Hydro Regional Office in your Region.

The applications will be reviewed by your Ontario Hydro Regional Office for conformance to the Financial Incentive Program criteria. Eligible applications will then be forwarded by Ontario Hydro to the Canadian Imperial Bank of Commerce. The Bank will deal directly with the customer in arranging the loan. It should be noted that the Bank will use its normal credit criteria in assessing the customer application. Customers who do not meet the Bank's criteria will be rejected. For accepted applications, the Bank will disburse the loan amount to the customer when the customer provides the Ontario Hydro Regional Office with proof of installation, such as an invoice.

Furthermore, when submitting applications, it is essential that all the financial information requested on the application form be provided with the completed application form. Special envelopes are available for confidential information such as financial statements. If any required information is not provided, the Bank will not accept the application.

Enclosed are more details on other financing opportunities. We trust you will be able to utilize our Plan to support your own marketing efforts, and we would be pleased to discuss the details of your Plan anytime.

We will inform you as new Financial Incentive Programs and new financing options become available.

Commercial Marketing Department
Ontario Hydro
January 3, 1989

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MEMO TO: Alderman T. Murray
Chairman
COPPS COLISEUM COMMITTEE

FROM: Mr. Gabe Macaluso
Managing Director/CEO

DATE: August 23, 1989

SUBJECT: **CHAIRMAN MILLS : MANAGER**

RECOMMENDATION:

THAT APPROVAL BE GIVEN TO THE PROPOSED REPLACEMENT OF MR. GARY EVANS AS MANAGER, CHAIRMAN MILLS LTD., HAMILTON BY MR. GILLES BOUCHARD.

BACKGROUND:

- Chairman Mills Ltd. provide rental services to users of Copps Coliseum and the Hamilton Convention Centre. Most of their work relates to conventions where they provide carpets, drapes, chairs, garbage cans, etc.

- Clause 20 of the agreement between HECFI and Chairman Mills Ltd. requires that HECFI give prior approval to any proposal to withdraw a manager that HECFI has found desirable. It also requires that HECFI give prior approval to the naming of any new manager.

- Mr. Gary Evans, who has been the Hamilton Manager for Chairman Mills Ltd. for approximately five (5) years, has been given the opportunity to take a similar position at the Metropolitan Toronto Convention Centre.

- The proposed replacement for Mr. Evans in Hamilton is Mr. Gilles Bouchard. Mr. Bouchard has been employed by Chairman Mills Ltd. in Hamilton for seven (7) years. He currently is the Manager of Special Events and has a thorough knowledge of both the Hamilton Convention Centre and Copps Coliseum.

- It should be noted that Mr. Evans will retain his position as President, Chairman Mills Ltd., Hamilton and will be available to consult with Mr. Bouchard.

Respectfully submitted,

Gabe Macaluso
Managing Director/CEO

Rick DiFilippo
Comptroller

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

REPORT TO COPPS COLISEUM COMMITTEE

REPORT TO : Copps Coliseum Committee
Attn: Ms. Gail McCaffrey, Secretary

FROM : Mr. J. T. Crane, Director, Copps Coliseum

COPIES TO : Ms. L. Stewart, Sales Executive, Copps Coliseum

DATE : August 16, 1989

RE : Status Report on Confirmed Events/Performances at Copps Coliseum, August - November, 1989

August, 1989

2 Confirmed Events

1. 1989 CP/RA Conference
   : August 16th

2. "Summer Slam '89"
   Closed Circuit TV Wrestling
   : August 28th

September, 1989

8 Confirmed Events/Performances

1. 1989 Hamilton Home Improvement Show
   : September 14th, 15th, 16th, 17th

2. OHL Opening Hockey Game
   Hamilton Dukes vs. Belleville Bulls
   : September 21st

3. OHL Hockey Game
   Hamilton Dukes vs. Ottawa 67's
   : September 24th

4. Alabama Concert (P.R.E.S. Management)
   : September 28th

5. OHL Hockey Game
   Hamilton Dukes vs. Oshawa Generals
   : September 29th

October, 1989

9 Confirmed Events/Performances

1. OHL Hockey Game
   Hamilton Dukes vs. Peterborough Petes
   : October 1st

2. OHL Hockey Game
   Hamilton Dukes vs. Kingston Frontenacs
   : October 5th

3. OHL Hockey Game
   Hamilton Dukes vs. Owen Sound Platers
   : October 12th

4. Hamilton East Lion's Club Rodeo
   : October 14th and 15th

5. NBA Pre-Season Exhibition Game
   Chicago Bulls vs. New Jersey Nets
   : October 17th

6. OHL Hockey Game
   Hamilton Dukes vs. Oshawa Generals
   : October 19th

7. CHML Monster Mash Sock Hop
   : October 28th

November, 1989

10 Confirmed Events/Performances

1. 1989 Hamilton International Auto Show
   : November 2nd, 3rd, 4th, 5th

2. OHL Hockey Game
   Hamilton Dukes vs. Belleville Bulls
   : November 9th

3. OHL Hockey Game
   Hamilton Dukes vs. Cornwall Royals
   : November 12th

4. OHL Hockey Game
   Hamilton Dukes vs. Sault St. Marie Greyhounds
   : November 16th

5. OHL Hockey Game
   Hamilton Dukes vs. Kitchener Rangers
   : November 19th

6. OHL Hockey Game
   Hamilton Dukes vs. London Knights
   : November 23rd

7. OHL Hockey Game
   Hamilton Dukes vs. Kingston Frontenacs
   : November 30th

JTC:dn

John T. Crane
Director

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MEMORANDUM

FOR INFORMATION: XXXX

TO: Copps Coliseum Committee,
Attn: Ms. G. McCaffrey, Secretary

FROM: Mr. John T. Crane
Director, Copps Coliseum

DATE: 1989 August 17

SUBJECT: **Correspondence - Alderman B. Hinkley**

RECOMMENDATION:

For information purposes only.

CITY COUNCIL
HAMILTON, CANADA

Brian Hinkley
Alderman Ward 3

71 MAIN STREET WEST L8N 3T4 • (416) 526-2730 • RES. (416) 572-7500

RECEIVED JUL - 5 1989

June 30, 1989

Mr. John Crane
Director
Copps Coliseum

Dear John:

On behalf of the Keep Hamilton Clean Citizens Committee, I would like to take this opportunity to say; "thank you".

Your participation in "Pitch-In Week" (May 1-7th) is a solid example of good citizenship and an expression of concern for your community. A healthy, clean environment is a goal that requires diligent attention and constant education.

Hamilton, with its parks, valleys and well-kept neighbourhoods, is a lovely city. The task of keeping our city clean and beautiful is everyone's responsibility. This year over 225 schools, churches, community groups, private companies, clubs, and other various organizations and individuals participated in many different ways.

The effort and concern you demonstrated for your community and the environment is sincerely appreciated. As a way to show appreciation, please find enclosed a "Certificate of Participation". We hope you will display this certificate in a prominent location.

Please continue your efforts to keep Hamilton clean. Once again, on behalf of everyone; Thank you.

Yours for a Clean Environment,

Brian

Brian Hinkley
Alderman, Ward 3
Chairman, Keep Hamilton Clean
Citizens Committee

rd

Encl.

TM

Certificate of Participation

presented to

COPPS COLISEUM

by the **Ontario Federation of Anglers and Hunters,**
NOVA and **Polysar Ltd.**
with the endorsement and support of
the **Ontario Ministry of Environment**
in appreciation
of your participation in the

PITCH-IN '89

campaign

THANK YOU

POLYSAR®

NOVA

POLYSAR LTD.

POLYSAR LTD.

NOVA CORPORATION

ONTARIO FEDERATION OF ANGLERS & HUNTERS

ONTARIO FEDERATION OF ANGLERS AND HUNTERS

MINISTER OF ENVIRONMENT

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

August 18, 1989.

REPORT BY THE DIRECTOR OF COPPS COLISEUM

The Director attended the International Association of Auditorium Managers conference in Reno, Nevada from July 28 to August 1, 1989. The theme of the conference was "Together We Can". I believe this theme was very fitting given the fact that while at the conference I learned that most facilities in North America are not achieving as much activity in their respective facilities in 1989 as anticipated. It was determined that the down-turn was a result of:

(a) Lack of concert tours;

(b) Increased competition as a result of many new facilities opening such as SkyDome, Toronto; new 20,000 seat facility in San Jose, California; Albany, New York; Tacoma, Washington; Milwaukee, Wisconsin; South Carolina and Michigan.

(c) Lack of other events such as WWF Wrestling and Monster Trucks which are in a down-turn from an attendance point of view and as a result are not appearing as often while analyzing their respective programs.

Most facility managers believe that as a result of increased competition, they must be prepared to co-promote and in many situations buy shows directly from the agents. Smaller facilities such as the Kitchener Auditorium, Peterborough Arena and St. John's have actually purchased shows from agents thus eliminating dependence on show promoters.

The Director is looking forward to a busy last quarter of 1989 with the return of junior hockey to our facility and two confirmed concerts; one featuring "Alabama" and the other "The Charlie Daniels Band with Tanya Tucker". It is also a strong possibility of two or three more concerts.

It was with great pride, dedication, hard work and support by our Board of Directors and City Council that we were able to announce that the Memorial Cup will be played at Copps Coliseum from May 5 to 13, 1990. The hospitality was first-class and the presentation to the League was most professional. The Dukes of Hamilton owners and executive, along with the organizing committee, are to be commended for a job well done.

Central Utilities Plant

It gives me great satisfaction to find that the unaudited results for the Central Utilities Plant show a considerable surplus for the seven month period ending July 31, 1989. Most of these savings were as a result of reduced energy consumption in buildings in the CUP system.

In order to achieve such savings you must have state of the art systems and technology together with dedicated and trained operations staff. I believe that we have all of the above in the Central Utilities Plant and I am satisfied that the system is providing a very efficient and effective service to the building users.

Respectfully submitted,

JTC:mgm

John T. Crane,
Director,
Copps Coliseum.

6.2.1 Copps Coliseum Committee Minutes of June 28, 1989

COPPS COLISEUM COMMITTEE

Wednesday, June 28, 1989
12:ØØ Noon
Hamilton Room, Copps Coliseum

PRESENT:	Alderman T. Murray, Chairman Mr. P. Cowell, Vice Chairman Alderman D. Agostino Mr. G. Kwiatowski Mr. T. Casey
ALSO PRESENT:	Mr. J. Crane Mr. J. Leuser Ms. G. McCaffrey, Secretary
REGRETS:	Alderman J. Gallagher, Chairman, H.E.C.F.I. Board of Directors Mr. W. McFarland

The Chairman called the meeting to order at 1:1Ø p.m.

The following motions were carried during the In Camera Session:

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE MEETING BE CONVENED AT 12:Ø5 P.M.

THAT THE COPPS COLISEUM IN CAMERA MINUTES OF MAY 24, 1989, BE APPROVED.

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORT ON EVENTS FOR THE FIVE MONTH PERIOD ENDED MAY 31, 1989, BE RECEIVED FOR INFORMATION.

THAT THE STATUS REPORT ON TENTATIVE HOLDS AT COPPS COLISEUM JUNE TO SEPTEMBER 1989, BE RECEIVED FOR INFORMATION.

THAT THE REPORT OF THE DIRECTOR OF FINANCE AND ADMINISTRATION, DATED JUNE 15, 1989, BE RECEIVED FOR INFORMATION.

THAT THE NEXT MEETING OF THE COPPS COLISEUM COMMITTEE SCHEDULED FOR JULY 26, 1989, BE CANCELLED AND THAT ANY IMPORTANT MATTERS BE FORWARDED TO THE H.E.C.F.I. EXECUTIVE COMMITTEE; THE NEXT MEETING TO BE AT THE CALL OF THE CHAIRMAN.

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE BE ADJOURNED AT 1:1Ø P.M.

1. Copps Coliseum Committee Minutes of May 24, 1989

1.2 Motion for Approval

MOVED by Mr. Kwiatowski, seconded by Alderman Agostino that

THE COPPS COLISEUM COMMITTEE MINUTES OF MAY 24, 1989, BE APPROVED.

MOTION CARRIED.

2. Business Arising From the Minutes

2.1 Concession Services

Mr. Crane introduced Mr. Alex Todd, Vice-President, Education Food Services, Restauronics Services Inc. and Mr. Bruce Smith, General Manager, Volume Concession Services Inc. to the members of the Copps Coliseum Committee.

Alderman Murray stated that at the last Committee meeting concerns had been expressed with respect to concession services. The Chairman stated that the quality of the food served is good but some comments have been received that the temperature of the food served is cold and it is the responsibility of this Committee to relay these concerns and discuss solutions.

Mr. Todd circulated copies of a brochure on Restauronics Services Inc. to the members of the Committee and reviewed the background and history of the company. He stated that it is important for Restauronics to maintain a good reputation and to perform well at Copps Coliseum.

Mr. Todd explained that microwave ovens are only useful in heating one item and would therefore not be a practical solution when serving a large number of people in a short time period. He stated that Mr. Smith basically retrains all their staff before every event. He stated that quick service, friendly staff and quality food are very important factors to them. It was noted the return of junior hockey will provide a better foundation for improved service by way of more events.

Alderman Agostino suggested that it may be a worthwhile exercise for comment cards relating to food only be made available at each concession stand. Mr. Todd stated that this will be discussed and possibly set up during one particular event.

Mr. Smith stated that the comment cards referred to him from Mr. Crane usually relate to one individual concession stand that may be experiencing an equipment problem. When this occurs, radio contact is made and the problem is investigated and corrected.

Alderman Murray thanked Messrs. Todd and Smith for attending to discuss concession services which has given all concerned a better understanding of the matter. It was noted that this type of open dialogue will lead to improved service.

(Messrs. Todd and Smith left the meeting at 1:25 p.m.)

3. Marketing

3.1 Status Report on Confirmed Events/Performances at Copps Coliseum - June to September 1989

MOVED by Mr. Kwiatowski, seconded by Alderman Agostino that

THE STATUS REPORT ON CONFIRMED EVENTS/PERFORMANCES AT COPPS COLISEUM - JUNE TO SEPTEMBER 1989, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

3.2 Marketing Services Report - June 1989

Alderman Murray stated that the World Junior Championship bid was very well done and the committee responsible which is under the chairmanship of Mr. Crane, is to be congratulated for an excellent team effort.

MOVED by Mr. Kwiatowski, seconded by Alderman Agostino that

THE MARKETING SERVICES REPORT - JUNE 1989, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4. Capital Construction Items

4.1 Hamilton Place - Replacement of Natural Gas Boilers, Release of Holdback to Blenkhorn and Sawle Limited

MOVED by Alderman Agostino, seconded by Mr. Kwiatowski that

THE HOLDBACK MONIES RETAINED TO DATE BY THE CORPORATION OF THE CITY OF HAMILTON, TREASURY DEPARTMENT IN THE TOTAL AMOUNT OF $17,849.10 BE RELEASED TO THE CONTRACTOR, NAMELY BLENKHORN AND SAWLE LIMITED, SUBJECT TO A LIEN SEARCH BEING CONDUCTED BY THE CITY SOLICITOR'S DEPARTMENT AND APPROVAL OF THE TREASURY DEPARTMENT.

MOTION CARRIED.

5. New Business

5.1 Central Utilities Plant - Feasibility Study for Chilled Water Thermal Storage Retrofit; Appointment of Engineering Consultant

Mr. Crane stated that this item is considered to be an energy conservation project and is another way that expenses can be controlled.

MOVED by Mr. Kwiatowski, seconded by Alderman Agostino that

THE PROPOSAL SUBMITTED BY ENGINEERING INTERFACE LTD., NORTH YORK TO CONDUCT A FEASIBILITY STUDY WITH RESPECT TO CHILLED WATER THERMAL STORAGE RETROFIT FOR THE CENTRAL UTILITIES PLANT AT A COST NOT TO EXCEED $10,000.00 BE ACCEPTED; AND THAT

H.E.C.F.I. MAKE APPLICATION TO THE FEASIBILITY ASSISTANCE PLAN OFFERED BY ONTARIO HYDRO FOR A CONTRIBUTION OF FIFTY PERCENT (50%) TOWARDS THE COST OF THE AFOREMENTIONED FEASIBILITY STUDY; AND THAT

THE H.E.C.F.I. EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

5.2 Copps Coliseum - Damage to Forklift and Claim on Self Insurance Fund

Mr. Crane stated that this item is for the information of the Committee members and relates to an accident which occurred with one of two forklifts at Copps Coliseum. He stated that contact has been made with the City Clerk to investigate claiming this item through the Self-Insurance Fund.

MOVED by Mr. Kwiatowski, seconded by Alderman Agostino that

THE DOCUMENTATION WITH RESPECT TO COPPS COLISEUM - DAMAGE TO FORKLIFT AND CLAIM ON SELF INSURANCE FUND AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM DATED 1989 JUNE 15, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. Report by the Director of Copps Coliseum

Mr. Crane reviewed his report and stated that he has been in contact with the executive assistant to Ms. Shirley Collins, MPP, who has made the granting of a liquor licence to Copps Coliseum a part of her agenda.

Mr. Crane referred to the second page of his report and stated that the energy management analysis shows that savings can be realized by reducing energy costs on an annual basis.

MOVED by Alderman Agostino, seconded by Mr. Kwiatowski that

THE REPORT BY THE DIRECTOR OF COPPS COLISEUM, DATED JUNE 22, 1989, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

7. Other Business

Nil

8. Unfinished Business

8.3 Ivor Wynne Stadium

Mr. Crane reported that a list of the names and telephone numbers of Copps Coliseum security and ushering part time staff has been provided as requested by the stadium manager of Ivor Wynne.

9. Date of Next Meeting

MOVED by Mr. Kwiatowski, seconded by Alderman Agostino that

THE NEXT MEETING OF THE COPPS COLISEUM COMMITTEE SCHEDULED FOR JULY 26, 1989, BE CANCELLED AND THAT ANY IMPORTANT MATTERS BE FORWARDED TO THE H.E.C.F.I. EXECUTIVE COMMITTEE; THE NEXT MEETING TO BE AT THE CALL OF THE CHAIRMAN.

MOTION CARRIED.

10. Adjournment

MOVED by Mr. Kwiatowski, seconded by Alderman Agostino that

THE COPPS COLISEUM COMMITTEE MEETING BE ADJOURNED AT 1:45 P.M.

TAKEN AS READ AND APPROVED,

Alderman T. Murray, Chairman

Gail McCaffrey, Secretary

6.3. Hamilton Convention Centre Committee Seventh Report

HAMILTON
CONVENTION
CENTRE

REPORT TO THE BOARD OF DIRECTORS, HECFI FROM THE HAMILTON CONVENTION CENTRE COMMITTEE MEETING OF FRIDAY, AUGUST 25, 1989

The Hamilton Convention Centre Committee presents its **SEVENTH REPORT** and respectfully recommends:-

1. Release of Holdback - Replacement Carpet for Convention Centre and Hamilton Place

That approval be given to release the 10% Statutory Holdback in the amount of $32,581.20 relating to the Carpet Replacement in Hamilton Place and Hamilton Convention Centre to Terence Webster Design Associates. A copy of the Operations Manager's recommendation and Harding guarantees are attached as APPENDIX "A".

2. Mobile Signs - Summers Lane

That approval be given to allow mobile signs in Summers Lane near the entrance to the Convention Centre for the purpose of announcing a show. A copy of the Operations Manager's recommendation is attached hereto as APPENDIX "B".

3. Added Item - Chairman Mills : Manager

That approval be given to the proposed replacement of Mr. Gary Evans as Manager, Chairman Mills Ltd., Hamilton by Mr. Gilles Bouchard.

Explanatory Note: Clause 20 of the agreement between HECFI and Chairman Mills Ltd. requires that HECFI give prior approval to any proposal to withdraw a manager that HECFI has found desirable. It also requires that HECFI give prior approval to the naming of any new manager.

Information Items

4. Report on the Centre for the months of June and July 1989

The Operations Manager's Report on the Centre for the months of June and July, 1989 was approved and received for information. A copy is attached as APPENDIX "C".

5. Maintenance of Summers Lane

A report of the Operations Manager relating to the maintenance of Summers Lane was approved and received for information. A copy of the report and supporting material is attached as APPENDIX "D".

cont.....

Hamilton Entertainment and Convention Facilities Inc. manages and operates The Hamilton Convention Centre, Hamilton Place Theatre and Copps Coliseum on behalf of The Corporation of The City of Hamilton

Information Items (cont.)

6. Correspondence items

The correspondence items, attached as APPENDIX "E", were approved and received for information.

7. Client Evaluations

These were approved and received for information.

8. Unaudited Operating Results for the seven-month period to July 31, 1989

The reports for June and July 1989 were approved and will be forwarded to the Board of Directors by the Finance/Administration Division.

9. Marketing Services Reports for July and August 1989

The reports were approved and received for information; copies will be forwarded to the Board of Directors by the Marketing Services Department.

10. Lighting Retrofit - Hamilton Convention Centre

This report of Mr. John Crane, Director, Copps Coliseum, was received for information. It was forwarded to the Copps Coliseum Committee for action.

11. Date of next meeting

It was agreed that the next meeting would take place on Friday, September 22, 1989 at 08:00 hours.

Respectfully submitted,

Norman Levitt, Chairman
Hamilton Convention Centre Committee

B. Goddard
Secretary

HAMILTON
CONVENTION
CENTRE

APPENDIX "A"

FROM: Stephen H. Dockman, Operations Manager DATE: August 18, 1989

Hamilton Convention Centre

FOR ACTION X FOR INFORMATION _____

TO: HECFI BOARD _____ AND/OR HAMILTON CONVENTION CENTRE COMMITTEE(S) X

SUBJECT: **Release of Holdback - Replacement of Carpet**

RECOMMENDATION: **THAT APPROVAL BE GIVEN TO RELEASE THE 10% STATUTORY HOLDBACK IN THE AMOUNT OF $32,581.20 ON THE CARPET REPLACEMENT IN HAMILTON PLACE AND HAMILTON CONVENTION CENTRE TO TERENCE WEBSTER DESIGN ASSOCIATES**

BACKGROUND:

The installation of the carpet in both facilities is now complete, and in the opinion of Harding Carpets, installed in accordance with the specifications.

The carpet has a 10-year wear guarantee as indicated in the attached letter from Harding Carpet. The carpet has been tested by Harding Carpet, and the results indicate that the carpet exceeds the original specifications outlined in their product recommendation.

There is a quantity of carpet (335 square yards) remaining, that is presently stored in the upper levels of the shelving systems in the loading dock. It is a secure location and the carpet is protected.

Representatives from Harding Carpet, Terence Webster Design Associates and the Carpet Installation Consultant will be available for discussion.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg
Attch.

HARDING CARPETS

August 22, 1989

Hamilton Convention Centre
115 King Street West,
Hamilton, Ontario. L8P 4T9

Reference: Hamilton Convention Centre

Dear Sirs:

We are pleased to submit our performance guarantee for ten (10) years wear from date of purchase at the above location on our quality C39910, colour 1400.

Our liability shall be limited to compensating you for the actual reasonable carpet replacement costs of any specific area in which the surface pile, under normal foot traffic, is worn more than 10% as determined by Harding Carpets, if the carpet has been:

- installed for less than 10 years
- installed properly as per Harding Carpets recommended installation procedure'
- maintained in accordance with the current Canadian Carpet Institute standards
- specified and installed to meet or exceed the requirements of "Carpet Performance" for each specified carpeted area according to the Canadian Government Specification Board standard for carpet, commercial 4-GP -129 and Direct Glue Down Carpet Guide to Selection and Installation C.G.S.B. 4-G.P. - 156.

The guarantee does not cover burns, tears, pulls, cuts, installations on stairs or damage caused by the use of improper cleaning agents or methods. It does not cover incidential or consequential damages which may be claimed as a result of the necessity for replacement.

Please note the use of chair pads is mandatory for all areas where caster traffic is in use. Complaints concerning delamination etc., arising through the improper use of chair pads will not be considered.

If you have any further questions regarding this guarantee letter please do not hesitate to contact the writer.

Yours truly,
HARDING CARPETS.

R Mercey/kb.

Richard Mercey,
General Manager.

RM/kb

HARDING CARPETS

August 22, 1989

Hamilton Place Theatre
Box 2080, Station A,
Hamilton, Ontario. L8N 3Y7

Reference: Hamilton Place Theatre

Dear Sirs:

We are pleased to submit our performance guarantee for ten (10) years wear from date of purchase at the above location on our quality C39920, colour 1405.

Our liability shall be limited to compensating you for the actual reasonable carpet replacement costs of any specific area in which the surface pile, under normal foot traffic, is worn more than 10% as determined by Harding Carpets, if the carpet has been:

- installed for less than 10 years
- installed properly as per Harding Carpets recommended installation procedure
- maintained in accordance with the current Canadian Carpet Institute standards
- specified and installed to meet or exceed the requirements of "Carpet Performance" for each specified carpeted area according to the Canadian Government Specification Board standard for carpet, commercial 4-GP -129 and Direct Glue Down Carpet Guide to Selection and Installation C.G.S.B. 4-G.P. - 156.

The guarantee does not cover burns, tears, pulls, cuts, installations on stairs or damage caused by the use of improper cleaning agents or methods. It does not cover incidential or consequential damages which may be claimed as a result of the necessity for replacement.

Please note the use of chair pads is mandatory for all areas where caster traffic is in use. Complaints concerning delamination etc., arising through the improper use of chair pads will not be considered.

If you have any further questions regarding this guarantee letter please do not hesitate to contact the writer.

Yours truly,
HARDING CARPETS.

R. Mercey/kb.

Richard Mercey,
General Manager.

RM/kb

HAMILTON
CONVENTION
CENTRE

APPENDIX "B"

FROM: Stephen H. Dockman, Operations Manager
Hamilton Convention Centre

DATE: June 19, 1989

FOR ACTION X

FOR INFORMATION ____

TO: HECFI BOARD ____ AND/OR HAMILTON CONVENTION CENTRE COMMITTEE(S) X

SUBJECT: Mobile Signs - Summers Lane

RECOMMENDATION: THAT APPROVAL BE GIVEN TO ALLOW MOBILE SIGNS IN SUMMERS LANE NEAR THE ENTRANCE TO THE CONVENTION CENTRE FOR THE PURPOSE OF ANNOUNCING A SHOW

BACKGROUND:

It has been a regular practice for a number of years now to allow organizers of consumer shows to display information regarding the show on mobile signs placed on the Summers Lane sidewalk near the entrance to the facility, as long as the sign does not impede pedestrian traffic.

We have also received requests regarding mobile signage at the corners of King Street and Summers Lane and Main Street and Summers Lane, which we have denied and referred back to City Hall.

A mobile sign in this location announces the show to the general public and encourages attendance, which is in the best interests of all concerned.

An alternative to the mobile signs could be a marquee directly over the entrance to the facility, which would have a variety of other uses. However, this is not in the immediate future.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg

HAMILTON
CONVENTION
CENTRE

APPENDIX "C"

REPORT TO THE HAMILTON CONVENTION CENTRE COMMITTEE FROM THE OPERATIONS MANAGER FOR JUNE AND JULY, 1989

August 17, 1989

The month of June was an excellent month with revenue exceeding budget by $78,000. The revenue for June was approximately $388,000, which is 20.1% over the budget of $310,000. July revenue of $109,300 was within $700 of budget. The total revenue for the year to date is approximately $1,936,000, which is well above the revenue of $1,521,000 last year and 26.5% over budget for the seven-month period.

Future sales for June were $333,799 and for July, $255,058. These figures compare favourably to last years sales of $247,605 and $128,604 respectively. Sales for the first seven months were $2,174,450, slightly below our objective of $2,266,000.

		No. of persons attended
JUNE		
Conventions	Telecare National Conference	250
	Canadian Society of Clinical Chemicals	400
	The Institute of Chartered Accountants of Ontario	800
	United Steelworkers of America - District 6	450
	The Association for Early Childhood Education	450
	Canadian Association of Municipal Administrators	150
Banquets	Hamilton Civic Hospitals	783
	Hamilton General Hospital	1320
Other	Prime Time '89	2500
JULY		
Conventions	The Gideons International in Canada	1000
Banquets	United Steelworkers of America - Local 1005	350
Other	Balloonman of Canada	400

Mrs. Sandra Johnson has joined the Convention Centre as Events Secretary. Sandra was formerly with the Building Department as a

Hamilton Entertainment and Convention Facilities Inc. manages and operates The Hamilton Convention Centre Hamilton Place Theatre and Copps Coliseum on behalf of The Corporation of The City of Hamilton

Stenographer III. Mr. Bob Grubb has resigned his position as Maintenance Assistant. We are presently seeking a replacement.

As in previous years, we use the summer months to do general maintenance projects. These projects include steam cleaning of all carpet, including loose lay carpet in Wentworth Exhibition Hall, cleaning banquet chairs, binding loose lay carpet where required, painting throughout the facility and sealing the quarry tile in the main lobby and pedestrian bridge and walkway. As well, we have arranged to have some casual furniture recovered and the Heintzman Grand Piano refurbished.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg

HAMILTON
CONVENTION
CENTRE

APPENDIX "D"

FROM: Stephen H. Dockman, Operations Manager DATE: August 17, 1989

Hamilton Convention Centre

FOR ACTION _____ FOR INFORMATION __X__

TO: HECFI BOARD _____ AND/OR HAMILTON CONVENTION CENTRE COMMITTEE(S) __X__

SUBJECT: Maintenance of Summers Lane

RECOMMENDATION: n/a

BACKGROUND:

Attached is a memorandum from Mr. Pavelka, Director of Public Works, outlining the present schedule of maintenance for Summers Lane.

The memorandum is well detailed and addresses the current problems. Instructions have been given to those employees indicated to contact the Public Works Department whenever a problem arises.

With the co-operation and assistance of all concerned, Summers Lane will be clean and presentable.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg
Attch.

Corporation of the City of Hamilton

Memorandum

****

TO: Mr. S. Dockman
Manager of Operations
Hamilton Convention Centre

YOUR FILE:

FROM: Mr. J. G. Pavelka, P.Eng.
Director of Public Works

OUR FILE:
PHONE: 526-4622

SUBJECT: Maintenance of Summer's Lane

DATE: 1989 August 14

This will confirm our telephone conversation of August 11, 1989, regarding the maintenance of Summer's Lane, and specifically, the level of service to the litter containers. As well, additional recommendations are being outlined to improve the overall appearance and cleanliness of Summer's Lane.

There should be no doubt that additional precautions should be undertaken to improve the overall appearance of Summer's Lane. The concern for the cleanliness of Summer's Lane has been raised previously on at least two occasions so this memo will serve to detail what is presently being done to ensure that it is being done effectively.

A. SERVICE PRESENTLY BEING PROVIDED BY THE PUBLIC WORKS DEPARTMENT

1. Litter containers are emptied 3 times per week and on special request.

2. Summer's Lane asphalted road surface is swept 3 times per week, weather permitting, along with the sweeping of the downtown (sidewalk areas are not swept).

3. Buggyman on night shift and day shift
   2 passes by buggymen 5 days per week (Wednesday to Sunday)
   1 pass by buggymen 2 days per week (Monday and Tuesday)

4. Summer's Lane asphalted surface is flushed on demand and when manpower is available.

B. SERVICE PRESENTLY BEING PROVIDED BY THE CONVENTION CENTRE

1. On a special event basis, when the debris and litter accumulation dictates, staff from the Convention Centre pick up debris and paper.

C. IMPROVEMENT OVER EXISTING SERVICES PRESENTLY BEING PROVIDED

1. Concern has been raised that the actual litter containers themselves are never cleaned (washed). By copy of this memo, Mr. Reinhold is being requested to arrange to clean these litter containers or exchange them with iron containers.

2. Staff from both the Public Works Department and the Convention Centre should all be requested to pick up debris and litter, not only from the sidewalk areas, but also the roadway. As well, a little extra attention should also be given to the more innocuous locations, such as behind the litter containers, under the benches and to the sidewalks at King and Main Streets. By copy of this memo, both Mr. Reinhold and Mr. Dockman are being requested to bring this to staff's attention.

3. Problems can more quickly be resolved by having the actual operations staff of the Convention Centre and the Public Works Department familiar with each. To accomplish this, the following lists are provided and should be circulated to the appropriate staff.

CONVENTION CENTRE STAFF

SECURITY SUPERVISOR - BOB LEDGER	523-5883 EXT. 114
MAINTENANCE SUPERVISOR - SAM MACALUCO	523-5883 EXT. 130
CLEANING SUPERVISOR - CINDY SANGSTER	523-5883 EXT. 222

PUBLIC WORKS DEPARTMENT STAFF

SUPERINTENDENT OF STREETS & SANITATION - HARRY REINHOLD	526-4628
FOREMAN I - ALBERT FILICE	529-8734
FOREMAN II - LES MAJOR	529-8734
FOREMAN III - TONY MANCINI	529-8734

In addition, both Mr. Reinhold and Mr. Dockman are being requested to introduce these staff to each other so that they know each other and understand capabilities and limitations of each organization.

4. An overview of the existing services confirm that there is appropriate attention being given to the picking up of debris and litter on Summer's Lane. As long as each organization carries out this service level, this should not continue to be a problem.

The remaining problem appears to be the sweeping/washing/cleaning of the actual sidewalk areas. Mr. Reinhold and Mr. Baker or Mr. G. Corsini of the Parking Authority are being requested to temporarily organize the sweeping of the sidewalk regularly by using the mechanical sweeper available in the Parking Authority's facility and to make longer term arrangements for a contract to properly clean, sweep and wash the sidewalk areas.

JGP/jdh

c.c. Alderman J. Gallagher, Chairman, H.E.C.F.I.
Mr. P. Baker, General Manager, Parking Authority
Attention: Mr. G. Corsini
Mr. D. Lobo, Manager, Streets and Sanitation
Mr. H. Reinhold, Superintendent, Streets and Sanitation
Mr. G. Macaluso, C.A.O., H.E.C.F.I.
Mr. A. Filice, Foreman I, Streets District I

OPCEA
POLLUTION CONTROL EQUIPMENT ASSOCIATION

C/O ENMET CANADA
2300 HAINES ROAD
MISSISSAUGA, ONTARIO
L4Y 1Y6
PHONE: (416) 276-2202
FAX: (416) 276-9048

JUN 29 1989

APPENDIX "E"

1989 EXECUTIVE

PRESIDENT
GREG JACKSON
SEW EURODRIVE

PAST PRESIDENT
TERRY MATTHEWS
EIMCO PROCESS EQUIPMENT

VICE PRESIDENT
HANS LEYGRAAF
BRIM LIQUIDEX

DIRECTOR
STEVE DAVEY
ENVIRONMENTAL SCIENCE AND ENGINEERING

June 21, 1989

Hamilton Convention Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

Attention: Mr. Steve Dockman

Our Ref: HC

Dear Mr. Dockman:

It has come to our attention, that there have been some complaints made as to the services provided to the P.C.A.O./APCA Conference exhibits by Ainsworth Electric.

As the Show Chairman, I can assure you that we were pleased with the services provided by Ainsworth and the services and assistance rendered the exhibitors by the Ainsworth Site Staff.

Yours truly,

O. P. C. E. A.

Hans Leygraaf
Show Chairman

HL/w

DIRECTOR/MARKETING
LARRY MADDEN
ARLAT TECHNOLOGY

SECRETARY/TREASURER
ROSS HUMPHRY
ENMET CANADA

(2)

THE REGIONAL MUNICIPALITY
OF HAMILTON - WENTWORTH

RECEIVED MAY 2 3.1989

(2)

Office of the Chairman

May 17, 1989

Mr. Sal Farrauto, Sales Manager
Hamilton Convention Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

Dear Sal:

It is with great pleasure that I extend congratulations to all of the staff of the Hamilton Convention Centre who participated in making this year's Rotary District 709 Conference a success.

I have received the attached correspondence from Mr. Tom Lamb, Chairman of the Conference which expresses his sincere appreciation to all those involved. A record number of Rotarians registered for the Conference that was held in Hamilton!

Again congratulations to everyone for continuing to show that Greater Hamilton is an excellent place to have Greater Conventions!

Sincerely,

R.J. (Reg) Whynott
Regional Chairman

119 King Street West — 526-4200
P.O. Box 910, Hamilton, Ontario L8N 3V9

(3)

ROTARY DISTRICT 709 CONFERENCE

RECEIVED MAY 23 1989

(3)

Hamilton Trade & Convention Centre
April 28, 29, 30 — 1989

DISTRICT GOVERNOR
Dr. John Frid
1059 Unsworth Ave.
Burlington, Ontario
L7T 1R8
(416) 529-1088

CONFERENCE CHAIRMAN
Tom Lamb
3136 Princess Blvd.
Burlington, Ontario
L7N 1G4
(416) 637-7441

AREA 7 CO-HOST CLUBS
Rotary Clubs of
ANCASTER
DUNDAS
HAMILTON
HAMILTON "AM"
HAMILTON MOUNTAIN
HAMILTON EAST WENTWORTH

UNITED STATES CANADA

Mailing Address:
c/o Rotary Clubs of Hamilton, Ontario
Suite 209, 112 King Street East
Hamilton, Ontario L8N 1A8
Phone (416) 522-4588

May 12, 1989

Mr. R. J. Whynott, Chairman
Hamilton-Wentworth Region
119 King St. W., P.O. Box 910
Hamilton, Ont.
L8N 3V9

Dear Reg:

We are happy to report a record number of District 709 Rotarians registered for this year's Conference. The following statistics might be of interest:

Number Registered	786
Number From U.S.A.	209
Number From Outside Hamilton	334
Number From Hamilton	243.

We did not register spouses, therefore numbers could almost be doubled for total count.

The Region's financial assistance helped us materially, both in promoting Hamilton-Wentworth and our Conference, also in providing shuttle bus service.

The Visitors and Convention Bureau have extended themselves with their assistance starting over a year ago: We are grateful.

We know our Conference was enjoyed by all who attended. We hope it encouraged a lot of people to make return visits and use our excellent facilities.

Thank you for your help and encouragement.

Sincerely

Tom

Tom Lamb, Chairman
District 709 Conference

TRALCO EDUCATIONAL SERVICES INC.
Computer Software • French & FL Materials

May 17, 1989

Ms. M. Lees
HECFI
115 King Street West
Hamilton, Ontario
L8P 4T9

Dear Margaret:

My sincere thanks for your assistance in organizing our display recently held at the Hamilton Convention Centre.

As I mentioned to Vince Guglielmo, we are so pleased with the personal service and facilities of the Centre that we are planning to hold the Display at the Centre next year. We received positive comments from the exhibitors about the cooperation and assistance from the staff at the Centre. Thought you would appreciate hearing the feedback.

Again, many thanks!

Sincerely,

Karen Traynor

BOX 6253, STATION F HAMILTON, ONTARIO L9C 5S3 (416) 575-5717

(5) (5)

ACAMA

ASSOCIATION CANADIENNE DES ADMINISTRATEURS MUNICIPAUX

CANADIAN ASSOCIATION OF MUNICIPAL ADMINISTRATORS

CONFERENCE
June 28, July 01, 1989
Hamilton, Ontario

1989 July 27

"Partners in Municipal Leadership"

Ms. Robin Laking
Hamilton Convention Centre

Dear Robin:

Well it's all over and to the best of my knowledge we're all still speaking with each other ..... amazing, isn't it?

I would like to take a moment now that the dust has settled, to thank you for helping to host what has been reported to me as being the most successful and impressive CAMA Conference ever. Delegates from across Canada have indicated that they have never been made to feel more welcomed nor had their every whim responded to as quickly as during their stay in Hamilton, June 28 to July 01 of this year.

Your dedication, enthusiasm and attention to the smallest details contributed largely to the success of this year's Conference. You were a valued member of a team which I felt was the most compatible group that I've worked with in years.

Thank you again, not only from myself but on behalf of Lou Sage and the CAMA Organization. I am confident our paths will cross again either through circumstances in the work place or as a result of the friendship we have developed and until then, I remain.

Yours truly,

Bob Prowse, Co-ordinator
1989 CAMA Conference

RCP:lp

cc: Mr. J. Johnston, Commissioner of Human Resources
Mr. L. Sage, Chief Administrative Officer.

P.S. Your handling of facilities was impeccable! You have a real professional.

CONFERENCE CHAIRMAN

Lou Sage
City of Hamilton

COMMITTEE MEMBERS

Michael Boggs
Region of Niagara

Mac-Carson
Region of
Hamilton-Wentworth

W. Michael Fenn
City of Burlington

John E. Fleming
Region of Halton

John Kentner
City of Guelph

Tom McKay
City of Kitchener

Bob Morrow
Town of Ancaster

Ray Waters
City of Stoney Creek

CAMA
Conference Headquarters
City Hall
71 Main Street West
Hamilton, Ontario
Canada L8N 3T4
(416) 526-2747
(416) 526-2673 - Fax
Attention: Robert C. Prowse,
Conference Coordinator

The Gideons International In Canada
501 IMPERIAL ROAD NORTH, GUELPH, ONTARIO N1H 7A2 (519) 823-1140

July 26, 1989

Mr. Robin Laking
Hamilton Convention Centre
115 King St. W.
Hamilton ON
L8P 4T9

Dear Robin:

Sorry I was not able to see you before you left on your holidays, but thank you for the very kind note. What a delight for my wife and I to recognize you as a Christian. It was also a delight to work with you. I only heard excellent comments about the Hamilton Convention Centre as a facility. I was very pleased with the banquet Saturday night and the fact that Bruce, the banquet manager, did his best to conduct the banquet in 60 minutes. As far as I'm concerned, that was accomplished.

I do wish I could take the centre with me from city to city, because you become familiar with staff and the efficiency of that organization and then have to move to another site. I hope our people left a favourable impression with your staff, and hopefully did not overwork them.

Thank you for your very co-operative help. I hope our paths do cross again.

Yours truly,

John MacLean

John R.B. MacLean
Field Service Manager

(7)

1116 Glenoaks Dr.
Mississauga
Ont. L5G 3M2

July 28/89

Dear Robin Lakeig,

Our Gidion Committee is over, and we look back on many things that made it successful. We must say that you contributed so much to that realization, by your thoughtful understanding of our needs, by your quick and cheerful response and by conveying to the personnel the many details. You of the Ladies Committee and I personally want to thank you sincerely.

(7) (7)

All our sessions were good. The combined sessions, the meals, the banquet, and other details were under the men's responsibilities. We participated in these and fully appreciated how smoothly all went.

Please convey to all personnel our appreciation of their willing responses, and cheerful, like bringing piano up from 1st floor and 5 thumb* music

Thank you again

Ethel Streight (Mrs H.G.)

Convenor for Ladies Auxiliary, Elders 1989 Convention.

*P.S. We had switched our music because of a participant's sickness and therefore required the piano unexpectedly.

6.3.1 **Hamilton Convention Centre Minutes of June 23, 1989**

HAMILTON CONVENTION CENTRE COMMITTEE

REGULAR MEETING

Friday, June 23, 1989
0800 hours
Room 206, HCC

PRESENT: Mr. Norman Levitt, Chairman
Mr. William J. Tidball, Vice-Chairman
Alderman Don Drury
Mrs. Mary Dow
Mrs. Alison VanDuzer

ALSO PRESENT: Mr. Stephen H. Dockman, Operations Manager, HCC
Mr. John A. Leuser, CA
Director, Finance/Administration, HECFI
Mrs. B. Goddard, Secretary

Chairman's Remarks

1. Chairman's Remarks

The Chairman convened the meeting promptly at 08:00 hours and asked for a motion to move in camera.

Motion to Convene In Camera Session

2. Motion to move In Camera

It was MOVED by Mrs. Dow, seconded by Mrs. VanDuzer -

THAT THE IN CAMERA SESSION BE CONVENED

MOTION CARRIED

Motions Carried In Camera

3. Motions carried In Camera:

THAT THE MINUTES OF THE IN CAMERA SESSION OF FRIDAY, MAY 26, 1989 BE ADOPTED AS CIRCULATED TO THE MEMBERS

THAT THE REPORTS OF THE SALES DEPARTMENT FOR THE MONTH OF MAY, 1989 BE RECEIVED FOR INFORMATION AND FORWARDED TO THE BOARD OF DIRECTORS

THAT THE IN CAMERA REPORT OF THE DIRECTOR, FINANCE/ ADMINISTRATION, BE RECEIVED FOR INFORMATION

THAT THE HECFI EXECUTIVE BE REQUESTED IMMEDIATELY TO REVIEW THE CURRENT FINANCIAL SITUATION OF HECFI, SPECIFICALLY WITH REGARD TO THE ESTIMATED LOSSES, AND THAT THE EXECUTIVE

COMMITTEE BE REQUESTED TO PRODUCE A RECOMMENDATION DIRECTED TO HALTING THE LOSSES

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE FIVE-MONTH PERIOD TO MAY 31, 1989 BE APPROVED AND RECEIVED FOR INFORMATION

THAT THE MONTHLY OVERVIEW AND LOST BUSINESS/CANCELLATION REPORT FOR MAY 1989 (SALES DEPARTMENT, HCC) AND THE MONTHLY EVENT REVENUE REPORT TO MAY 31, 1989 (FINANCE/ADMINISTRATION DIVISION, HECFI) BE APPROVED AND RECEIVED FOR INFORMATION

THAT THE CANADIAN FOOTBALL HALL OF FAME BE ALLOWED TO SERVE DONATED WINE, TWO BOTTLES PER TABLE, AT THE INDUCTION DINNER TO BE HELD ON SATURDAY, OCTOBER 14, 1989

During the In Camera Session a presentation was given by staff from the Banquet Department (Service) on the work they do at the Convention Centre.

Minutes of Previous Meeting

4. Minutes of previous meeting held Friday, May 26, 1989

It was MOVED by Mr. Tidball, seconded by Mrs. Dow -

THAT THE MINUTES OF THE PREVIOUS MEETING HELD FRIDAY, MAY 26, 1989 BE ADOPTED AS CIRCULATED TO THE MEMBERS

MOTION CARRIED

Matters Arising

5. Matters Arising from the previous meeting - Follow-up

No specific matters required follow-up.

Report on the Centre for May 1989

6. Report of the Operations Manager on the Centre for the Month of May 1989

The Operations Manager presented his report as follows:-

"The month of May was another superb month with revenues exceeding budget by $115,000. The revenue for May was approximately $355,000, which is 47.9% over the budget of $240,000. The total revenue for the year to date is approximately $1,445,000 which is $335,000 over budget for the five-month period and approximately $350,000 higher than the same period last year.

"Future sales for May were $252,870, which is below our objective of $387,000 and lower than sales of $462,672 in May 1988. Sales for the first five months were $1,596,336, 6.3% below our objective of $1,704,000.

		No. of persons attended
Conventions	Critical Care	250
	Hamilton Philatelic Society	160
	Rotary International District 712	600
	Ontario Association of Children's Aid Societies	650
	Polish Singers Alliance of America	800
Banquets	Hamilton & District Chamber of Commerce - Achievement Awards Dinner	750
	Stelco Quarter Century Club Dinner	435
	Miss Philippine Hamilton Beauty Pageant	440
Other	Ontario English Catholic Teachers Association - OECTA - PD Day	1000
	McMaster University - Convocation - Class of 1989	725

"Miss Cindy Cornell has been replaced as Receptionist by Mrs. Norma Wright. Norma has been with the Convention Centre on a part-time basis since October 1983.

"Mrs. Martha Hercus resigned her position as Events Co-ordinator to assume the position of Corporate Sales Manager for the Sheraton Centre in Toronto. Martha will be replaced by Irene Kovacs, the Events Secretary, who was the successful candidate for that position."

Following a brief discussion, it was MOVED by Mr. Tidball, seconded by Mrs. Dow -

THAT THE REPORT OF THE OPERATIONS MANAGER ON THE CENTRE FOR THE MONTH OF MAY, 1989 BE RECEIVED FOR INFORMATION AND FORWARDED TO THE BOARD OF DIRECTORS

MOTION CARRIED

Secretary

Correspondence

7. Correspondence Items

These were discussed and the Centre staff was complimented on the remarks made by clients, following which it was MOVED by Alderman Drury, seconded by Mrs. VanDuzer -

THAT THE CORRESPONDENCE ITEMS BE RECEIVED FOR INFORMATION AND FORWARDED TO THE BOARD OF DIRECTORS

MOTION CARRIED

Secretary

Client Evaluations

8. Client Evaluations

One of the points for discussion was the matter of limiting the number of servings of pepper steak, which has now been set at no more than 500. Another was the matter of electrical charges, about which one client had complained; although it was suggested the Centre's percentage could be waived the Operations Manager explained that each case is dealt with individually; only two complaints had arisen on this particular point. The Chairman remarked that it would be unwise to over-react at this stage.

It was MOVED by Mr. Tidball, seconded by Mrs. VanDuzer -

THAT THE CLIENT EVALUATIONS BE RECEIVED FOR INFORMATION

MOTION CARRIED

Marketing Services Report

9. Marketing Services Report

It was MOVED by Mrs. Dow, seconded by Mr. Tidball -

THAT THE MARKETING SERVICES REPORT BE APPROVED AND RECEIVED FOR INFORMATION

MOTION CARRIED

Mobile Signs

10. Mobile Signs

A recommendation of the Operations Manager, that approval be given to allow mobile signs in Summers Lane near the ent-rance to the Convention Centre for the purpose of announcing shows, etc. at the Convention Centre, was discussed, but no definite motion made as to its approval at this time.

A discussion took place relating to the marquee to be erected at Hamilton Place; Alderman Drury suggested that additional signage for the north of the Convention Centre on King Street was needed, and was supported by Mrs. VanDuzer, who stated that although the location of the main entrance to the Convention Centre needed to be better signed, visitors to the City also travelled west on King Street.

The Operations Manager supported the idea of the marquee at Hamilton Place, as (it was pointed out by the Chairman) it would highlight events at the Convention Centre as well as those at the theatre. He suggested that maybe a second sign at MacNab and King Streets could be considered to highlight events for the Convention Centre as well - possibly the old sign from the plaza level could be utilized. Alderman Drury was in agreement, but for the present supported the marquee at Hamilton Place.

At this time (09:00 hours) Mr. Tidball left the meeting.

Replacement Speakers in Wentworth

11. Replacement of Speakers - Wentworth Exhibition Hall

A recommendation of the Operations Manager was discussed very briefly, and all the members remaining were in agree-ment that the sound system in Wentworth Exhibition Hall was in need of up-dating.

It was MOVED by Mrs. Dow, seconded by Mrs. VanDuzer -

THAT THE BOARD OF DIRECTORS BE REQUESTED TO APPROVE REPLACEMENT OF THE AUDIO SPEAKERS IN WENTWORTH EXHIBITION HALL WITH SM-12 SPEAKERS PROVIDED BY J.L. SOUND SYSTEMS FOR THE TOTAL COST OF $37,573.20.

MOTION CARRIED

Secretary

Added Item Re: Streets By-law

13. Added Item - re Streets By-law

The Chairman produced a copy of correspondence he had received relating to the illegal posting of bills, advertisements, flyers, etc. on City property. In a letter addressed to the Executive Secretary of HECFI, Alderman Hinkley had requested that a clause should be inserted in the contract used by the HECFI facilities under which clients would agree not to advertise their events at the facilities by posting flyers, etc. on City property. He was assured by the Operations

Manager that a clause already existed, but that it would be brought to clients' attention when signing.

Secretary

Date of next meeting

14. Date of Next Meeting

It was agreed that the next meeting would take place on Friday, July 28, at 0800 hours.

Adjournment

15. Motion to Adjourn

It was MOVED by Mrs. Dow, seconded by Mrs. VanDuzer

THAT THE MEETING BE ADJOURNED AT 09:35 HOURS

MOTION CARRIED

Taken as read and approved,

Norman Levitt, Chairman
Hamilton Convention Centre Committee

B. Goddard
Secretary

Attachment 6.4

6.4 Hamilton Place Committee Seventh Report

HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416/525-3100

August 25, 1989

REPORT TO THE HECFI BOARD OF DIRECTORS
FROM THE HAMILTON PLACE COMMITTEE MEETING
OF AUGUST 24, 1989

The Hamilton Place Committee presents its SEVENTH report for 1989 and recommends the following:

1. Roof Replacement — ATTACHMENT

That the remaining holdback to Schreiber Brothers of $19.00 be released to them at this time.

The following items are submitted for information:

1. Director, Hamilton Place - Report

Mr. Burrows reported that the theatre marquee project is progressing very well. A tender call is to go out on August 25 to 25 Canadian and American companies, closing on September 8. A recommendation will follow in about a week's time. A big celebration will be planned for the marquee "opening."

Mr. Burrows reported that Hamilton Place will soon become a smoke-free facility in its public areas, pending the arrival of appropriate signage to designate the smoking area, which will be the Box Office lobby only. Alderman Jackson pointed out that the no smoking policy extended to the Hamilton Place Board Room and to Hamilton Place Committee meetings.

Mr. Burrows commended Chairman McCulloch on his forward action regarding the marquee, the Commonwealth Plaza doors and tree removal.

2. Marketing Services Reports for July and August 1989

Mr. Burrows introduced Mary Webb, Manager of Marketing Services, to the Committee. He welcomed the opportunity to better acquaint Committee members with the activity of the Publicity Department, and with the great amount of energy and detailed work that goes into promoting Hamilton Place events.

Ms. Webb reported that the soft market being experienced in Hamilton is a widespread phenomenon. Some reasons for this may be that summertime activities compete with ticket sales, patrons are becoming more selective with their entertainment dollar, increasing competition in the entertainment industry, popular and current attractions such as Les Misérables and Phantom of the opera are attracting many ticket buyers at very high prices. She pointed out that although the most

expensive seats are the first to sell at Hamilton Place, our lower price matinées and the half-price offer have been a very good incentive for "borderline" buyers. She noted that the half-price campaign for Sugar Babies and Chorus Line generated $41,331.00 and represented 17% of the total box office revenue for these shows. She suggested that it might be a good idea to consider a low second balcony general price on future shows, as well as a concerted effort to increase group sales through lower package prices, as with the $10 matinée price for Sugar Babies.

Ms. Webb also pointed out the desirability to coordinate planning and booking among the three HECFI facilities in order to work to the benefit of all three.

Mr. Burrows strongly urged all COmmittee members to read the Executive Summaries of two marketing studies which were included with his report. One of these, the Hamilton Place audience survey, is of special importance and significance to the Committee and relates directly to matters covered in Mary Webb's report.

After discussion regarding raising audience awareness both in and outside Hamilton, it was moved that the CEO should direct staff to begin a promotinal campaign for the arts in Hamilton through personal contact with groups, tour operators and bureaus and to determine ways in which public awareness and audiences might be increased.

3. Assistant Director, Hamilton Place - Report

The report of the Assistant Director of Hamilton Place was received for information.

4. Director of Finance & Administration - Report

The reports of the Director of Finance & Administration for Jule and July 1989 were received for information.

Marsha Taylor for Frank DeNardis

Frank DeNardis, Acting Chairman

Marsha Taylor

Marsha Taylor, Secretary

HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416/525-3100

FROM: Thomas B. Burrows
Director, Hamilton Place

DATE: August 25, 1989

FOR: ACTION XX INFORMATION _____

TO: Board XX Committee _____

RECOMMENDATION:

That the remaining holdback to Schreiber Brothers of $19.00 be released to them at this time.

BACKGROUND:

The final holdback in the contract with Schreiber Brothers is $5517.12. Of this amount a deduction will be made for the cost of replacing a broken skylight in the amount of $4317.12 and another deduction in the amount of $1181.00 to cover stage drapery that was damaged by the roof leaking. This leaves a balance to them of $19.00

HAMILTON
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MEMORANDUM

TO: Hamilton Place Committee

FROM: Thomas B. Burrows, Director

RE: Director's Report, August 24, 1989

In addition to the two Executive Summaries of audience surveys attached, the Director will report verbally on the following items:

- Status report on Theatre Marquee
- Status report on smoke-free facility
- Status report on Piano Nobile access to Commonwealth Square
- Cancellation of The King and I
- Future attractions/events under current consideration

EXECUTIVE SUMMARY

Hamilton Entertainment and Convention Facilities Inc. required information about the market potential of Hamilton Place and Copps Coliseum in relation to the geographical areas from Mississauga to St. Catharines/Niagara area. The objectives of the study were to determine their attitudes and the awareness of the specific performances offered at Hamilton Place outside the Greater Hamilton area, in particular Oakville and Mississauga. A total of 350 telephone interviews were conducted from June 5 to July 6, 1989 with residents who live in Mississauga, Oakville, Burlington, Ancaster/Dundas, East/West Hamilton, Hamilton Mountain and the St. Catharines/Niagara area.

The main results for the study were as follows: the highest percentage of Oakville respondents (50%) had been to a live performance in the *last six months* followed by Burlington respondents (38%) in comparison to only 18% of the St. Catharines/Niagara respondents. When respondents were asked to indicate where they had been in the *last year*, Burlington (74%) and Ancaster/Dundas (74%) had the highest percentage of respondents who had been to a live performance and the percentage of St. Catharines/Niagara respondents increased to 46%. When specific theatres were compared, O'Keefe Centre was the most frequently mentioned by Mississauga respondents (28%), Royal Alexander Theatre was most frequently mentioned by Oakville respondents (24%), and Hamilton Place was the most frequently mentioned by Burlington respondents (30%). Copps Coliseum was the most frequently mentioned by 38% of the Ancaster/Dundas respondents followed by 36% for Hamilton Place. Similarly, Copps Coliseum (52%) and Hamilton Place (42%) were the most frequently mentioned by East/West Hamilton respondents in comparison to Copps Coliseum (60%) and Hamilton Place (44%) for Hamilton

Mountain respondents. St. Catharines/Niagara respondents most frequently mentioned Shaw Theatre (22%). All respondents who had been to a performance were asked the reason why they went to that particular performance. The most frequently mentioned responses were that they liked the performers (21%), they wanted their children to see the performance (14%), they had season tickets (7%) and the tickets were a gift (7%).

Respondents who had been to a performance were asked to rate specific aspects of the theatres including quality of performances and variety of performances. In response, Roy Thompson Hall received the highest overall rating (combining both *excellent* and *good* responses) in quality of performances (62% - *excellent*, 38% - *good*), followed by the O'Keefe Centre (65% - *excellent*, 26% - *good*). In comparison, for Copps Coliseum, respondents rated the quality of performances as (31% - *excellent*, 64% - *good*), and Hamilton Place as (37% - *excellent*, 55% - *good*). For variety of performances, the Roy Thompson Hall was rated the highest (33% - *excellent*), followed by Hamilton Place (30% - *excellent*), Copps Coliseum (29% - *excellent*) and O'Keefe Centre (13% - *excellent*).

Respondents who had not been to Hamilton Place in the last year were asked if they had ever been to Hamilton Place. As a result, the responses ranged from 78% of Mississauga respondents who had never been to Hamilton Place to 2% of Hamilton Mountain respondents who had never been to Hamilton Place. Overall, 82 (23%) respondents had been to Hamilton Place in the last year, 154 (44%) had been before but not in the last year, and 114 (33%) had never been to Hamilton Place.

Only 2% of Mississauga respondents and 4% of Oakville respondents were aware of any upcoming performances at Hamilton Place in comparison to 28% of East/West Hamilton respondents and 34% of the Hamilton Mountain respondents. Respondents were asked if they had problems obtaining tickets for Hamilton Place. In response, 63% indicated that they had no problems, 33% had never tried to obtain tickets and only 4% indicated that they had problems. When respondents were asked to indicate their preference for specific types of live performances, musicals (49% - *very interested*) had the highest interest, followed by comedy theatre (43% - *very interested*) and popular music (43% - *very interested*).

When respondents were asked to indicate their likelihood to go to a particular performance that would be held in both Hamilton and Toronto, 46% (23) of the Mississauga respondents preferred to attend the performance in Toronto, 16% (8) preferred Hamilton, and 38%(19) indicated that they would not attend any of the performances. For Oakville, 32% preferred Toronto, 42% preferred Hamilton and 26% would not attend any performance. For Burlington, 20% preferred Toronto, 50% preferred Hamilton and 30% would not attend. After respondents who preferred Toronto were asked a series of questions regarding the possible advantages of Hamilton Place (e.g. less travelling time, cheaper tickets, good quality theatre and less traffic, 8 of the 23 Mississauga respondents switched their answer to Hamilton, 5 of the 16 Oakville respondents switched to Hamilton and 4 of the 10 Burlington respondents switched to Hamilton. Therefore, the results indicated that there is interest in Hamilton Place from both Mississauga and Oakville respondents. Of the places to visit for summer performances, the responses ranged from 10% (34) who were very likely to go to Ontario Place to hear a concert to 2% (6) who were very likely to go to the Lighthouse Theatre in Port Dover.

When respondents were asked how interested they would be in a popular music festival in the summer at the Hamilton waterfront area, Oakville respondents would be the least likely to be *very interested* (10%) and Hamilton area respondents would be the most likely to be *very interested* (39% - Ancaster/Dundas, 36% - Hamilton Mountain, 34% East/West Hamilton). Of the 85 respondents who indicated that they were very interested in the music festival, 27% indicated that the type of outdoor entertainment they prefer in the summer is popular music, followed by 19% who indicated rock music, 8% rock & roll music and 8% jazz music. The results indicated that the type of respondents who would be very interested in attending would be representative of the population e.g. professional, managerial, general office etc. with a slightly higher number of students and slightly fewer number of retired people.

The respondents attitudes indicated that St. Catharines respondents were most likely to indicate that they prefer and informal atmosphere (14% - *strongly agree*, 50% - *agree*) in comparison to Mississauga respondents (20% - *strongly agree*, 20% - *agree*). A total of 41% of the respondents strongly agreed that the reputation of the performer would determine whether they would attend the concert. Finally, Mississuaga respondents were the most likely to agree (10% - *strongly agree*, 30% - *agree*) that attending a performance in Toronto would be better than attending the same performance in Hamilton. In comparison, there were no respondents from St. Catharines who agreed with the statement.

In total, the most preferred day to attend a live performance was Saturday 58%, followed by Friday 45%, Sunday 21%, Thursday 6%, Wednesday 2% and Tuesday 2%. A total of 10% of the East/West Hamilton and Hamilton Mountain

respondents indicated that they were advance monthly subscribers, in comparison to no respondents from Mississauga and Oakville. However, 46% of the Oakville respondents and 22% of the Mississauga respondents indicated that they would be interested in subscribing.

The newspapers most frequently read by Mississauga respondents are the Toronto Star (76%) and the Toronto Sun (46%); Oakville respondents read the Toronto Star (54%) and the Globe & Mail (40%). The Burlington Spectator was read by 58% of the Burlington respondents and the Hamilton Spectator was read Ancaster/Dundas (94%), 84% by East/West Hamilton, and 96% by Hamilton Mountian respondents. In general, 78% of the respondents read the weekend paper and 61% read the paper throughout the weekday. Overall, the most frequently read sections are the World News section (Hamilton Spectator - 59%, Burlington Spectator - 68%, Globe & Mail - 74%, Toronto Star - 76%, Toronto Sun - 64%); and the Entertainment section (Hamilton Spectator - 68%, Burlington Spectator - 64%, Globe & Mail - 65%, Toronto Star - 67%, Toronto Sun - 69%).

All respondents were asked if they had seen or heard any advertising recently for upcoming performances at Hamilton Place and their unaided responses were recorded. As a result, 18% of the respondents mentioned a newspaper of which the Hamilton Spectator was the most frequently mentioned (11%). The unaided awareness for CHCH-TV was 6%. Only 2% of the respondents recalled any radio advertisements. All respondents were asked if they had seen or heard any advertisemnts about the 5 Big Shows of the Odd Couple in a newspaper, on the radio, on television or a brochure. Combined with the unaided awareness results, the total advertising awareness for newspaper was 36%, television - 17% and radio - 13%.

The Hamilton Spectator accounted for 21% awareness and the Burlington Spectator was 6% awareness. The Globe & Mail, Toronto Star, Toronto Sun, and St. Catharines Standard all accounted for 2% awareness each. For television, CHCH-TV accounted for 15% awareness, and the most frequently mentioned radio stations were CHML (3%), CKDS (2%), and CKOC (2%). In summary, the results indicated that the newspaper advertisments received the highest coverage in all cities. It is important to note that the readership of local newspapers is high (Mississauga News - 58%, Oakville Beaver - 80%) which may be an alternative to reach the Mississauga and Oakville markets. Also, CHCH-TV had coverage in all the cities.

Based on the results of the study, respondents in the two largest groups of 25 - 34 years (15%) and 35 - 44 years (18%) were less likely to have been to Hamilton Place in the last year in comparison to other age groups (e.g. 65 years and over - 40%) The main reasons why they had not been recently were that they did not have the time (38%, 34% respectively), and there was nothing of interest at Hamilton Place (28%, 19% respectively). It is interesting to note that in the 24 - 34 years group, 3 (8%) of the 36 respondents who have never been to Hamilton Place, had never heard of it, in comparison, in the 35 - 44 years group, 9 (29%) of the 31 respondents who have never been to Hamilton Place, had never heard of it. Finally, to reach respondents in the age range of 25 - 44 years, were more likely to be interested in comedy theatre, popular music and musicals.

Overall, there is a positive attitude towards Hamilton Place in comparison to the theatres in Toronto. The results indicate that marketing efforts could still be directed towards Mississauga and Oakville markets (with St. Catharines as a secondary market) where respondents were more likely to indicate an interest in the theatre and in Hamilton Place.

AMERICANS AND THE ARTS

V

Highlights from a nationwide survey of public opinion

Conducted by the
National Research Center of the Arts,
an affiliate of Louis Harris and Associates, Inc.

The Americans and the Arts survey
was sponsored by Philip Morris Companies Inc.

THE ARTS ARE ESSENTIAL, NOT ELITE

This year's *Americans and the Arts* is the fifth in a series of surveys, beginning in 1973, which probe Americans' perceptions of and participation in the arts. One key finding has held true through all of them: the arts are not elite pastimes, but part of the very fabric of American life. A solid majority of Americans attend arts events, and large groups actively participate in art forms ranging from photography to ethnic dance. Every year more people attend arts events than sports events.

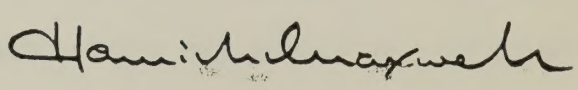
But the arts and those who support them now face their biggest challenge in the last 15 years. The continuing decline in leisure time for most Americans is beginning to take its toll on the arts. For the first time since the inception of this survey, the audience for the arts is contracting rather than expanding, with reported attendance levels down by about 12% since 1984.

Even so, the arts have managed to compete for Americans' dwindling free time with surprising success against such other leisure pursuits as sports, travel, and relaxing. But that is cold comfort; if the arts are to continue to thrive in the face of new time constraints, our society must look for new ways to bring them to the public.

That is why this edition of *Americans and the Arts* looks closely at the potential of videocassette recorders as a medium of growth for the arts. There is also an expanded section on Americans' attitudes—highly positive—toward the place of individual artists in society.

Sponsoring *Americans and the Arts* goes hand in hand with Philip Morris's 30 years of support for arts activities ranging from museum exhibitions to theater and jazz performances and avant garde events. For us, the arts epitomize the spirit of innovation and challenge without which no business can thrive. We believe, moreover, that supporting the arts is one of the best ways to enhance the quality of life in the communities where we live and do business.

We hope this survey encourages the exploration of new forms of presentation as well as ways to build on traditional ones, so that artists and arts organizations can continue their vital role in the life of communities across America.



— Hamish Maxwell
Chairman and
Chief Executive Officer
Philip Morris Companies Inc.

EXECUTIVE SUMMARY

The pressures of life in two-income families in a service economy have reduced the leisure time that Americans report by 8% in the three years since the last survey, and by 37% compared with 15 years ago. Remarkably, the arts seem to be holding their own in the ever-diminishing number of free hours available to Americans. But if the arts are to grow, it seems they must reach out to people in new ways. In particular, videocassette recorders hold enormous potential as a way of reaching larger audiences.

The Decline of Free Time. Americans report a median 16.6 hours of leisure time each week, a decline of 9.6 hours over the last 15 years.

Arts Under Pressure. For the first time since 1973, the number of people who say they attend arts events has fallen: by 12% since 1984. Hardest hit have been:

- ☐ opera and musical theater — down 38%
- ☐ classical music concerts — down 26%
- ☑ live theater — down 25%.

The arts obviously face a mounting challenge. Although Americans remain strongly interested in the arts, new avenues of reaching audiences must be explored.

Active Participation Fares Better than Attendance. Not only has the number of people who attend arts events declined, but so has the number who say they personally participate in arts activities like painting or creative writing. Of 11 disciplines examined, only 2 — photography and dance — increased their levels of participation. However, for participation the decline was less pronounced than in attendance—3% since 1984. Blacks, who report less leisure time than whites, nonetheless have maintained higher levels of participation in creative writing, dance, and choral singing.

People Find Arts Events Inaccessible. The survey suggests that a scarcity of arts facilities and presentations are key impediments to the growth of arts audiences.

- ☐ 39% of those surveyed say they have no concert hall in their community.
- ☐ There is a great appetite for more arts presentations of all kinds. For example, 46% of those surveyed said they want more performances of plays and musicals where they live, compared to 30% who say they want more sports events.

The Decline of the Arts on Broadcast Television. In the three years since the last survey, TV has not become a medium of expansion for the arts. Reported TV viewing of five out of eight types of arts presentations declined, apparently due to insufficient programming.

- ☐ The biggest declines in reported viewing were for plays, operas, and concerts by opera stars.
- ☐ Yet well over half the people in the survey said that if more arts programs were offered on TV, they would be likely to view them.

The Explosive Potential of VCRs. In an era of diminishing leisure time, videocassette recorders are clearly the most promising medium of growth for the arts. More than half of all American households now own VCRs (up from one in six four years ago), and the survey shows that these households are likely to buy or rent "first-rate" arts videocassettes. The strongest demand is for:

- ☑ hit musical comedies

37% decline since 1975 - 1st full year of Operation, Hamilton Place

☑ hit plays running on Broadway or in London
☑ pop concerts.

The data on people who say they would rent or buy such arts cassettes indicate a potential market of $2 billion a year.

Pressure for Arts in the Schools. After a decade of budget cutbacks, most Americans want to reinstate the arts as an integral part of the school curriculum.

- ☐ A solid majority of those surveyed favor regular full-credit courses in everything from creative writing (84% support) to dance (55% support).
- ☐ Two out of three people put arts courses on a par in educational importance with English, math, science, and social studies.

The Individual Artist in America. The vast majority of those surveyed see artists as "deeply dedicated and determined people" (93%) who are "highly important to the life of the country" (84%). However, this admiration does not automatically translate into a willingness to pay more taxes to support them.

- ☐ Most Americans still oppose government assistance to individual artists, although the number opposed is declining.
- ☐ Seven out of ten still would rather see that backing come from corporations.

The Yearning for Live Art. Despite the dominance of television and VCRs, nine out of ten people feel that seeing something performed live on stage is "more meaningful and exciting" than seeing it on TV. An equally high proportion feel that the arts are a vital part of the life of a community.

The popularity of the arts seems to have been undersold. While nearly three out of four people say they enjoy arts activities themselves, fewer than one in three firmly believe that "most" other people share their pleasures. By contrast, seven in ten think "most" people enjoy sports, despite the fact that attendance at arts events is greater than at sports events.

Financing the Arts. Support for government arts funding has grown appreciably. And people seem willing to dig deep to back up their expressed wishes.

- ☐ Seven out of ten surveyed say they would pay an additional $10 a year in taxes to support the arts. That compares with 66% in 1984 and 51% in 1975.
- ☐ Eight in ten Americans favor corporate funding for the arts. and individual contributions are on the rise.
- ☐ 34% of the people surveyed say they contributed to an arts organization within the last year, a marginal 1% increase over 1984.
- ☐ However, the median amount contributed was $61.60, up substantially from $48.50 in 1984.

HIGHLIGHTS OF THE SURVEY

THE DECLINE OF FREE TIME: Life's Leisure Lost

Americans average 16.6 hours of leisure time a week, a drop of 8% in three years.

The continual decline in leisure time, a decrease of 8% since 1984, poses a fundamental challenge to the arts in America. This study looked especially at the rise of families in which both spouses hold down jobs. In the harried '80s, working parents — mothers in particular — apparently spend most of their free time holding the household together: taking care of children, shopping, arranging meals. One result is that the arts compete with other leisure activities for a dwindling number of hours.

The study showed:

- A slightly shorter reported work week: a median of 46.8 hours in 1987, down from 47.3 in 1984. This appears to reverse an upward trend since 1973, when the median was 40.6 hours.
- A further reduction in leisure time to a median of 16.6 hours a week, despite the slightly shortened work week, down from 18.1 hours in 1984 to 26.2 hours in 1973. This shows that since 1973 the average American's leisure time has shrunk by 9.6 hours a week, or 37%.

The age group suffering most from this decline is the baby boom generation, those aged 30 to 49. Typically shouldering the pressures of growing children and both spouses working, these people report an average of only 14.6 leisure hours a week, down from 16.0 hours in 1984.

The study also uncovered significant changes in three other groups:

- Women: In addition to their increased participation in the work force, women still bear the main responsibilities for child-rearing and upkeep of the home. As a result, their leisure time has dropped more than men's. Women report a median of 14.0 leisure hours a week, down from 15.6 hours in 1984. In contrast, men report 19.0 leisure hours, down from 20.3 hours in 1984.
- Hispanics: Hispanics have a greater burden of life-sustaining activities than other groups. Hispanics report a drop to 13.0 hours of leisure a week from 18.0 in 1984.
- Blacks: Blacks emerge as the one group that has increased leisure time—from 12.2 hours a week in 1984 to 15.0 hours. Even with this increase, however, Blacks still have less leisure time than the overall average.

IMPACT ON THE ARTS: Holding Their Own

Reported attendance at arts events has declined 12% since 1984.

With the drop in leisure time, it is not surprising that the number of people who say they attend arts events has fallen, the first decline in 15 years. Arts organizations must face the challenge of attracting a public with considerably less leisure time.

Attendance has gone down an average of 12% since 1984 indicating that new means of reaching audiences must be explored.

Though the arts in general have suffered a decline in attendance, the two exceptions to this trend are art museums and movies.

- ☐ Art museums: Although the percentage of adult Americans who say they visit art museums has dropped from 58% in 1984 to 55% currently, reflecting the arts' narrower base, those who visit do so more frequently — a median of 1.8 times a year, compared to 1.4 times in 1984. The net result suggests a healthy 24% increase in museum visits.
- ☐ Movies: Similarly, the number of adults who say they go to the movies declined from 78% in 1984 to 74%. However, the median frequency of attendance rose from 4.3 times in 1984 to 4.9 times in 1987, indicating a 9% increase in total attendance. It should be remembered that the prime audience for movies is young people under 18, who are not included in this survey.

Live performances of all kinds have been the losers:

- ☐ Live opera or musical theater: 27% of those surveyed (representing 47 million adults) now say they attend live performances of opera or musical theater, down substantially from 35% in 1984. At the same time, the median frequency of attendance they report has dropped from 2.0 to 1.6 performances a year. However, this audience has reported a loss of 3.7 hours a week of leisure time since 1984, more than those attending any other form of live cultural events.
- ☐ Live classical music: Live performances of classical music by orchestras, chamber groups, and soloists draw 31% of Americans, down from 34% in 1984. The median frequency of attendance has also dropped — from 2.5 performances a year in 1984 to 2.0 performances in the current survey. This suggests that classical music has suffered a significant loss of 26% in total attendance.
- ☐ Live popular music: Adult attendance at concerts given by pop singers, bands, and rock groups has fallen to 57% from 60% in 1984. Compounding the trend is a drop in the frequency of attendance, from a median of 3.0 performances per person in 1984 to 2.3 performances in 1987. This translates into a 26% decline, although again, it excludes the large number of people under 18 who go to such concerts.
- ☐ Live theater: Plays and other theatrical presentations now attract 65% of the American public, down from 67% in 1984. The average theatergoer now goes to only 2.6 performances a year, down from 3.4 in 1984. That adds up to a drop of 25% in theater attendance.
- ☐ Live performances of dance: The share of adult Americans attending ballet, modern, folk, or ethnic dance performances has held steady at 34%. But once again, those who attend do so less frequently — 1.9 times a

year on average, compared to 2.2 times in 1984 — suggesting a net decline of 14% for dance audiences.

- ☐ Recorded classical music: The number of people who say they listen to classical music either on records or on the radio has declined, from 71% of the public in 1984 to 68% in 1987. However, the percentage of Americans who say they buy classical recordings has risen from 43% to 44%.
- ☐ Contemporary or avant-garde music: For the first time, *Americans and the Arts* measured the audience for contemporary or avant-
- ☐ Recorded classical music: The number of people who say they listen to classical music either on records or on the radio has declined, from 71% of the public in 1984 to 68% in 1987. However, the percentage of Americans who say they buy classical recordings has risen from 43% to 44%.
- Contemporary or avant-garde music: For the garde music concerts. The survey showed that 19% of all adults say they attended such performances in the year before the survey. The median number of performances attended was 2.2.

By any measure, the arts have had a real struggle since 1984. Pressures on budgets for the arts at all levels of government have constrained the supply of most arts presentations; the decrease in leisure time apparently has reduced the demand.

So far, one way the arts have managed to cope with America's loss of leisure time is by relying more heavily on frequent attenders, those who go to a specific type of arts presentation four or more times a year. Not surprisingly, these arts enthusiasts are people reporting more leisure time — 18.3 hours a week — than the average of 16.6 hours. While this has helped cushion the decline of overall arts attendance, it has made the audience base narrower and more precarious.

Harris's observation: While the arts have managed to hold their own, they have had to fight harder than ever for a share of Americans' dwindling free time. If leisure time goes down much further, arts attendance could continue to drop off as pressured individuals cut their leisure commitments even more. It is possible that attendance at performances and exhibitions is entering a period of absolute decline, and that the arts will be forced to look to new forms of distribution — possibly videocassettes — to expand.

INDIVIDUAL PARTICIPATION: Faring Better than Attendance

Participation in the arts has fallen by 3%; spectatorship by 12%.

For the first time since the original *Americans and the Arts* survey was conducted in 1973, the share of people who say they personally participate in arts activities such as painting or creative writing has fallen slightly: by 3% since the last survey. This decline is significantly smaller than the 12% drop in attendance and the 8% drop in leisure time, suggesting the high value Americans place on participatory arts activities.

- ☐ *Slowing:* Eight out of the 11 arts activities explored in the survey showed a marginal decline (3% or less) in the percentage of Americans who participate: needlepoint, weaving, and other handiwork — currently enjoyed by 41% of the public (72 million people); playing a musical instrument — 30% of the public, painting, drawing, and the graphic arts — 27%; writing stories or poems—24%; folk or

ethnic dance — 15%; making pottery or ceramics — 14%; sculpting or working with clay — 8%; working with a local theater group — 6%.

- ☐ *Steady*: 22% of adults (39 million) sing in a choir or other choral group, numbers unchanged since 1984.
- ☐ *Growing*: Two areas of personal participation in the arts — photography and dance — have grown explosively in the '70s and '80s, and show no signs of slowing down. A record 51% of American adults are involved in photography, up from 47% in 1984 and almost triple the 19% recorded in the 1975 survey. Twenty-three percent of all adults participate in ballet or modern dance, up from 21% in 1984 and a seven-fold increase since 1975, when only 3% were involved in dance.

The study revealed patterns among groups who participate in the arts. For example, whites participate more than Blacks and Hispanics in ceramics, photography, needlework, and playing a musical instrument. Blacks show greater participation in creative writing, ethnic dance, and choral singing. Hispanics, with the least leisure time, lead all groups in painting and graphic arts, sculpture, and working with local theater groups.

People who engage in creative writing and dance are concentrated in cities, and among the young (18- to 29-year-olds) and the highly educated. People involved in needlepoint, weaving, and other handiwork are more likely to be found in rural areas.

Clearly, while the surge in arts participation recorded from 1973 to 1984 has leveled off, the huge gains of the late '70s and early '80s are not easily erased; the arts have won a permanent place in the mainstream of American life.

OBSTACLES TO ATTENDANCE: You Can't Get There from Here

Nearly two out of five Americans say they have no concert hall in their community.

Over the years, *Americans and the Arts* has tried to determine what prevents people from attending more arts events than they do. While the forces eroding leisure time may be beyond the control of arts organizations, other barriers — such as a lack of arts facilities — are not. The main reasons people give for not attending arts performances are:

- ☐ "I don't have enough time." (33%)
- ☐ "Not very many performances are given in this area." (32%)
- ☐ "Ticket prices are too high." (29%)
- ☐ "It is too difficult to get from here to places where performances are given." (28%)
- ☐ "It is so difficult to find a parking place." (23%)
- ☐ "The costs of hiring a baby-sitter, eating out, and other costs are more than I can afford." (19%)

The reasons given for not attending museums closely parallel those for the performing arts. In both cases, the lack of arts facilities and presentations are key deterrents.

Indeed, the survey revealed a strong appetite for more local arts presentations. When questioned about eight different types of arts events, up to 60% said they feel a need for more of them in their area. By way of comparison, only 30% said they want more sports events where they live. The eight types:

- ☐ Children's theater performances: 60% of the American public say they want more children's theater where they live, up from 59%

in 1984.

- ☐ Outdoor arts festivals: 50% of Americans want more of these, up one point over 1984.
- ☐ Painting and sculpture exhibitions: 49% want more, compared to 47% in the last survey.
- ☐ Plays and musicals: 46% say they want more plays, musicals, and other adult theater performances in their community, up one point since 1984.
- ☐ Ballet or modern dance: More performances are called for by 44%, up from 43% in 1984.
- ☐ Folk or ethnic dance: 43% would welcome more performances, up from 41%.
- ☐ Classical music concerts and recitals: 42% would like to see more of these, unchanged from the last survey.
- ☐ Popular music: 37% want more rock, country, and other popular music presentations, up from 34% in 1984.

For many Americans, the essential problem is a lack of cultural facilities in their community. Thirty-nine percent report that their community has no concert hall or opera house: 31% say there is no theater in their community where plays or musicals can be performed: 37% say they have no easy access to a museum with artistic, scientific, or historical exhibitions.

Given the added time pressures that American adults say they are facing, new facilities and more frequent presentations apparently could help the arts tap far more of their potential audience.

NEW DISTRIBUTION CHANNELS: The Arts on Broadcast Television

If more arts programs were broadcast, 73% said they would be likely to watch them.

The 1984 *Americans and the Arts* survey found that the number of people viewing arts performances on television rivaled the audience for live performances. With live audiences leveling off, might broadcast television be a medium through which the arts could expand? So far, apparently not. The current survey shows that five out of eight types of arts presentations reportedly are getting less television viewership than they were three years ago. But this seems to be due less to a lack of interest on the part of viewers than to a lack of enough arts programming to meet the demand.

When asked what types of cultural programs they had watched on television "during the past three months," those surveyed revealed these patterns:

- ☐ Movies: The share of people who say they watched at least one broadcast presentation of a top movie (defined as one that might be nominated for an Academy Award) dropped from 79% of the public in 1984 to 75%.
- ☐ Pop music: Those viewing at least one music concert by a leading rock or pop music group dropped from 59% to 54%.
- ☐ Plays: The percentage of the public that watched a play on television dropped

sharply, from 57% in 1984 to 44% in 1987.

- ☐ Opera: The number of Americans who reported seeing an opera on TV declined from 23% to 20%; the number who said they viewed a concert by an opera star declined from 29% to 22%.

The following three types of performances increased their television viewership:

- ☐ Musical comedies: Up from 61% in 1984 to 62%.
- ☐ Ballet or modern dance: Up from 42% to 45%.
- ☐ Symphony orchestra concerts: From 36% in 1984 to 40%. This is the opposite of what has happened to live classical music attendance, suggesting some shift for this art form from the concert hall to TV. (Interest in classical recordings also increased.)

The survey suggests that by offering more arts programs, television could attract a broader audience. Fourteen percent of those polled said that if there were more such programs, they would "certainly" view them, and an additional 59% said they "probably" would. When asked what types of arts programs they would like to see more of on TV, the greatest number (40%) said they would like more top movies; the smallest number (7%) said they wanted more operas or concerts by opera stars.

Harris's observation: Television — with the exception of public TV and cable — may have underestimated the audience for arts programs. At a time when the major television networks are suffering a steady loss of viewers for their entertainment and sports shows, it may be sensible to reexamine the prospects for arts programming. In particular, live broadcasts, which only broadcast TV can provide, convey an electricity often lacking in taped performances.

THE EXPLOSIVE POTENTIAL OF VCRs: A $2-Billion Arts Market

77% of VCR owners say they would probably rent or buy tapes of musical comedies.

There is little doubt that the fastest-growing medium of entertainment in America is the videocassette recorder. The share of households with VCRs jumped from 17% in 1984 to 55% in 1987. But that only begins to tell the story.

The frequency of renting or buying cassettes has skyrocketed, from a median of 5.8 per family in 1984 to 22.6 per family in 1987.

Videocassettes of all kinds were rented more than a billion times in the 12 months before the survey. With an average rental price estimated at $1.99, the market for rented tapes is nearly $2.6 billion annually. Nearly 104 million tapes were purchased in the same time period, at an average sale price of $25, adding up to another $2.6 billion.

The appeal of the VCR is two-fold: It allows viewers to tape programs off the air and watch them at their convenience, and it offers programs not available on TV. In both respects it disrupts traditional television watching (and programming) strategies. Forty-four percent of VCR owners (42 million adults) reported that they are "increasingly watching a movie or some other performance on a videocassette instead of watching regularly scheduled programs on TV." These are predominantly younger people — perhaps the wave of the future for TV and VCR usage.

The potential for arts videocassettes is strong:

- ☐ Musicals: 77% of VCR owners (74 million

people) said it is "certain" or "probable" that they would rent or buy first-rate videotaped performances of hit musical comedies and musical theater shows. Sixteen percent said they would be certain to buy such tapes.

- ☐ Plays: 63% of VCR owners said they would be in the market for cassettes of new hit plays on Broadway and in London. The "certain to buy" group represented 17%.
- ☐ Pop concerts: 58% said they would be likely to rent or buy video tapes of the best pop concerts just after they have taken place. The "certain to buy" subset was 15%, as it was for the following four kinds of programming:
- ☐ Classical concerts: 45% of VCR owners were "probable" or "certain" to rent or buy cassettes of recent concerts by top symphony orchestras and top performing artists.
- ☐ Dance: 39% were interested in videotaped performances by the world's top ballet and modern dance companies.
- ☐ Art exhibitions: 38% said they would be in the market for videocassettes of important current art exhibitions.
- ☐ Opera: 23% of VCR owners said they were inclined to rent or buy video tapes of top opera performances, such as those from La Scala.

All told, the results show a large potential market for performances on videocassette. A conservative assumption of 5.7 arts tapes bought or rented annually per interested VCR owner (compared to the median 22.6 cassettes of all types now bought or rented) could put the value of the total market for arts videocassettes somewhere in the vicinity of $2 billion a year.

Harris's observation: Arts groups may want to watch this situation, taking care that a percentage of such revenues goes to developing artists and institutions as well as to those who make up the arts establishment.

Compared to VCRs, cable TV seems to hold less promise for expansion of the arts. Fewer households subscribe to cable (53%, compared to 55% for VCRs), and more important, cable — up only 6% since 1984 — is growing at a slower rate.

Furthermore, according to Harris's other data, cable audiences tend to be less educated and less arts-oriented than VCR owners. With a few exceptions, like the Arts and Entertainment Network, cable services simply have not succeeded in reaching the heart of the arts market.

ARTS IN THE SCHOOLS: Educating the Educators

84% favor full-credit courses in creative writing.

For more than a decade, the arts have been fighting a rear guard battle in the public school system. In school after school, arts programs have been put in jeopardy by budget cutbacks. Yet the study found that a solid majority of Americans want to keep the arts an integral part of the school curriculum.

- ☐ 91% believe that children in school should "be exposed to theater, music, dance, exhibitions of paintings and sculpture, and similar cultural events."
- ☐ 86% added that they would like their children to have cultural opportunities that they themselves did not have.
- ☐ 67% believe, moreover, that "in order to have well-rounded students turned out by the

school system, it is just as important to have students learn as much about the arts as they do about English, foreign languages, math, science, and social studies."

- ☐ 55% said they do not think schoolchildren in their community have had enough exposure to the arts.
- ☐ The share of people who believe that school budgets should finance regular, full-credit courses in the arts remained in the neighborhood of 75%. Some of the arts courses they support are creative writing (favored by 84%); playing a musical instrument (81%); drawing, painting, or sculpture (78%); music appreciation (76%); voice or singing (75%); and ballet, modern dance, or movement (55%).

The two subjects for which full-credit courses have gained the most support are:

- ☐ Art appreciation: favored by 74% of those surveyed, up from 69% in 1984.
- ☐ Photography or film-making: supported by 62%, up from 58% in 1984.

Harris's observation: The findings suggest a powerful mandate to treat the arts as an essential part of the school curriculum. Indeed, the arts are in such a strong position in public opinion at the moment that an all-out drive for fully integrating arts programs into the educational system could meet with real success.

CARING FOR INDIVIDUAL ARTISTS: Growing Support for Grants

Two out of three favor grants to developing artists.

In 1987, for the first time, *Americans and the Arts* explored what the American people think of artists, and what kind of support they are prepared to give them.

- ☐ 93% of those surveyed agree that artists "have to be deeply dedicated and determined people to survive as artists."
- ☐ 84% agree that artists are "highly important to the life of the country as the current and potential creators of the art and culture that the nation needs to be a full and rich place to live."
- ☐ 83% believe that artists "are often overlooked for long periods of time, even though they have real creative talents."
- ☐ 81% say that "more than others, artists reflect what life is really like in a given time, so what artists do is an important part of the history of a community or country."
- ☐ 68% feel that "in their work, artists capture a vision of the future that few others in other occupations achieve in their work."
- ☐ 66% agree that artists "work very hard for very little money."

At the same time, majorities reject many common negative descriptions of artists: Artists are people who "don't want to settle down to a normal job like most other people have to" (81% disagree); they "don't know how to give an honest day's work for an honest day's pay" (79%); most artists "are not very disciplined people" (65%), and they "tend to be hard people to

work with and get along with" (51%).

Clearly, the American public values its professional artists and empathizes with the hard life they have chosen for themselves.

However, admiration does not automatically translate into willingness to help individual artists financially. This country has no strong tradition of backing individual artists, and most people still oppose government financial assistance for them. But the survey did show that this attitude is softening:

- ☐ 51% of Americans now say they oppose federal help for individual artists, compared to 58% in 1984.
- ☐ 51% oppose state government offering such assistance, down from 57% in 1984.
- ☐ 53% oppose local government assistance, down from 55%.

Private funding for artists proved to be a different matter:

- ☐ A 69% majority favor corporate financial assistance for artists, up from 49% in 1975 and from 63% in 1984.
- ☐ An even larger 89% majority would like to see financial help come from individual contributors. (This was the first time this question was included in the survey.)

People were informed that in Canada, France, the Netherlands, and Scandinavia, special funds are set up by the government and private donors to make grants to developing artists, to buy their works, and to provide professional training facilities. Those participating in the survey were then asked if there should be similar programs in the U.S. More than two out of three said yes.

Harris's observation: Public apathy about helping individual artists may simply be a matter of not knowing the options that are available.

LIVE ART: Hard to Live Without

Nine out of ten find live performances more "meaningful and exciting" than televised ones.

A majority of Americans are quite particular about the importance of live performances. A strong 90% feel that "to see something performed live on stage is more meaningful and exciting than watching it on TV."

The study also showed that:

- ☐ An even higher 93% believe that "museums are an important resource for the whole community because they tell us so much about the art and history of different cultures or about science and our environment."
- ☐ 93% also feel that museums and music performances "make a community a better place to live."
- ☐ 90% feel that "some means should be found to present more performances of music, theater, and dance in all parts of the country so that all Americans have an opportunity to attend."

This powerful conviction that the arts are a salutary element in the social fabric is buttressed by more personal feelings. Here is how people responded when asked what the arts "do for you":

- ☐ 74% say the arts "just give you pure pleasure to experience or to participate in."
- ☐ 73% feel that the arts offer them "a positive experience in a troubled world."
- ☐ 71% say that if no arts were available in their community, they would "personally miss" them.

ATTACHMENT 6

ASSISTANT DIRECTOR, HAMILTON PLACE - REPORT

August 24, 1989

M E M O R A N D U M

August 18, 1989

TO: Tom Burrows

FROM: Robert Ellison

SUBJECT: Assistant Director's Report

1. Audience Development - School Programming

The balance of our programming for students for this year will consist of:

October 23 & 24, 1989
The Funland Band
Direct from Guelph this company believes that it is important for children to use fantasy and humor to develop the imagination. Woofer, Mumfrey and Boogabee help with this process.

October 30 & November 1, 1989
Kim and Jerry Brodey
Step-parenting, ecology and global problems are all handled with sensitivity. Kim and Jerry deliver fun with substance, theatre with song and tears with laughter.

November 3, 1989
Helen Carmichael Porter
The Ghostly Hour
Storytelling at its best with spooky tales of spirits, witches and monsters that have thrilled children the world over for hundreds of years.

November 6 & 7, 1989
The Robert Minden Ensemble presents
The Musical Saw and Other Crazy Instruments Show!
The ancient art of storytelling and the sheer delight of making music keeps their audiences entranced. The flute, trumpet, french horn and musical saw all contribute to an educationally entertaining experience.

1990

The lineup of school programming for the new year will include:

The Toronto Percussion Ensemble
Dozens of percussion instruments give new life to music from Latin America, Africa and Canada. Styles include classical and jazz. The marimba, vibraphone, drums, shakers, bells and the human body are utilized to highlight the power of percussion.

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Garbage Delight
Fears can be overcome is the theme of this delightful theatrical journey into the nightime fantasy world of children.

French Theatre
Plays in French are presented for students who are taking immersion, core and French first language. Returning this year are De Bellefeuille/Viau and Pepere Cam in addition to Theatre De L'Oeil.

Little Red
The classic tale of Little Red Riding Hood is transposed to modern times and an urban setting in this new musical fable. An entertaining vehicle to help street-proof young children.

The Yes-No Yes-No Spirit and other stories of the Earth
A tale of how Native life is centered around love and respect for Mother Earth. The Raven, Nanaboza, Glooscap, Grandmother, Coyote and Spiderwoman teach us how to live on this planet.

The Jacolly Puppet Theatre
This production of Jack and the Beanstalk is a colourful and witty retelling of the well known fairy tale by this internationally known company from Devon, England.

The Canadian Opera Company
This company presents a lively condensed version of Rossini's The Barber of Seville. Designed to spawn a new generation of opera lovers this production will demystify some basic operatic terms for children and show them the fun side of this theatre form.

2. Banner Replacement

The tender specifications for this project are all but complete with the Tender Call expected to be made by the end of this month.

3. Roof Replacement

The final holdback in the contract with Schreiber Bros. is $5517.12. Of this amount a deduction will be made for the cost of replacing a broken skylight in the amount of $4317.12 and another deduction in the amount of $1181.00 to cover stage drapery that was damaged by the roof leaking. This leaves a balance to them for which I would like to make the

RECOMMENDATION that the remaining holdback to Schreiber Bros. of $19.00 be released to them at this time.

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4. Exterior Lighting

The City's Property Maintenance Division has advised me that five or six of the light poles adjacent to the south wall of Hamilton Place along Main Street should be permanently removed as they are beyond repair. They look unsightly and are a safety hazard. They serve no useful purpose as they are hidden amongst the trees at that location.

They also plan to replace the remaining light poles along Main Street and MacNab Street with a commercial unit that will reduce maintenance and at the same time be aesthetically pleasing. This cost will be incorporated into their 1990 budget.

6.4.1 **Hamilton Place Committee Minutes of June 29, 1989**

HAMILTON PLACE COMMITTEE
June 29, 1989

REGULAR SESSION

PRESENT: Alderman W. McCulloch, Chairman
Alderman H. Merling
Alderman T. Jackson
Mr. F. DeNardis

ALSO PRESENT: Mr. T. Burrows
Mr. R. Ellison
Mr. J. Leuser
Mrs. M. Taylor

REGRETS: Mrs. M. Dow
Mr. W. Tidball
Alderman J. Gallagher

1. CHAIRMAN'S REMARKS

Alderman McCulloch called the meeting to order at 8:15 a.m.

1.1 REPORT OF THE IN CAMERA MEETING

- THAT THE IN CAMERA MINUTES OF MAY 25, 1989 BE APPROVED AS CIRCULATED.

- THAT THE STATUS REPORT ON ADVANCE BOOKINGS/CONTRACTS BE RECEIVED FOR INFORMATION.

- THAT THE HAMILTON PLACE FINANCIAL AND STATISTICAL REPORT FOR MAY 1989 BE RECEIVED FOR INFORMATION.

- THAT THE IN CAMERA SESSION OF THE HAMILTON PLACE COMMITTEE BE ADJOURNED AT 10:00 A.M.

2. MINUTES OF MAY 25, 1989

MOVED by Mr. DeNardis, seconded by Alderman Merling

THAT THE MINUTES OF MAY 25, 1989 BE APPROVED AS CIRCULATED.

MOTION CARRIED.

3. BUSINESS ARISING FROM THE MINUTES

Nil.

4. DIRECTOR, HAMILTON PLACE - REPORT

Mr. Burrows reported on New Faces '89. The programme is in very good shape and will feature 3 cabaret evenings for this summer. They will perform at intermissions for all Hamilton Place summer presentations, as well as a three week run at the Players Guild. While it remains a big job to maintain outside funding from government, there has been an increase in the number of businesses who hire the group. This year one businessman is providing a brochure to promote the programme. On July 6 there will be a Showcase presentation with an invited audience of those who have expressed interest in hiring New Faces. All Aldermen and HECFI board members will be invited to attend.

The annual high school musical, this year - Bye Bye Birdie, played in the Studio Theatre to near-capacity audiences. Shortfall was $3815, which was covered by a prior decision of the Committee to provide funds from Innovative Programming.

In regard to the recent audience survey undertaken by Hendershot Associates, results will be available in about a week. An analysis will be done by Mr. Burrows and Mary Webb, and will be presented to the Committee.

5. **MARKETING SERVICES REPORT FOR JUNE 1989**

Committee members commented favourably on the amount of work done in promoting recent events at Hamilton Place, but also wondered why financial results were not better. Mr. Burrows stated that this might be attributed partly to the fact that the Theatre is in a period of re-building audience awareness, but that other theatres were having similar problems. For example, re the Canadian Brass: of 2 performances scheduled at Roy Thompson Hall, one was cancelled; Kitchener sold 1000 seats, but 800 of those were sold at half price; all of this in spite of extensive promotion at all venues, including Hamilton Place. In the case of Hamilton Place, the players themselves agreed to reduce their fee by $16,500 in order to help defray losses. In regard to the upcoming musicals, other approaches are being investigated in order to boost sales, including half-price "rush" seats in the balconies and mezzanine.

MOVED by Mr. DeNardis, seconded by Alderman Merling

THAT THE MARKETING SERVICES REPORT FOR JUNE 1989 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. **ASSISTANT DIRECTOR, HAMILTON PLACE - REPORT**

MOVED by Mr. DeNardis, seconded by Alderman Merling

THAT A RECOMMENDATION BE MADE TO THE HECFI BOARD OF DIRECTORS THAT $28,557.26 OF THE HOLDBACK TO SCHREIBER BROTHERS, IN PAYMENT FOR ROOF REPLACEMENT FOR HAMILTON PLACE, BE RELEASED TO THEM AT THIS TIME.

MOTION CARRIED.

MOVED by Mr. DeNardis, seconded by Alderman Merling

THAT THE REPORT OF THE ASSISTANT DIRECTOR OF HAMILTON PLACE BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

7. **NEW BUSINESS: HAMILTON PERFORMING ARTS FOUNDATION**

The Committee acknowledged tha availability of funds under the Hamilton Performing Arts Foundation, and requested Mr. Burrows to present proposals for the expenditure of those funds at a future Committee meeting.

8. OTHER BUSINESS

Through the Chairman, Mrs. Dow requested a production schedule for the theatre marquee, with a December completion date. The Committee was informed that Mr. Ellison had requested a critical path on this project, and that as soon as it had been received it would be presented to the Committee.

The Committee queried the matter of legal services for the City, and was informed that there will be a proposal call in July for new legal counsel, and in the meantime Ross and McBride would continue to serve in that capacity should the need arise.

9. CORRESPONDENCE

The Committee received Mr. Burrows' memo representing Hamilton Place policy on smoking in the workplace, which is in line with City of Hamilton policy.

10. DATE OF NEXT MEETING

There will be no Hamilton Place Committee meeting in July. The next meeting will take place on August 24 at 8 a.m.

11. ADJOURNMENT

MOVED by Mr. DeNardis, seconded by Alderman Jackson

THAT THE REGULAR SESSION OF THE HAMILTON PLACE COMMITTEE BE ADJOURNED AT 9:00 A.M.

MOTION CARRIED.

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Alderman W. McCulloch, Chairman

_____

Marsha Taylor, Secretary

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